Frederick Community College

Continuing Education & Workforce Development

Experience Something New.

Fall 2016 Class Schedule

CEWD Fall Registration

OPENS NOW

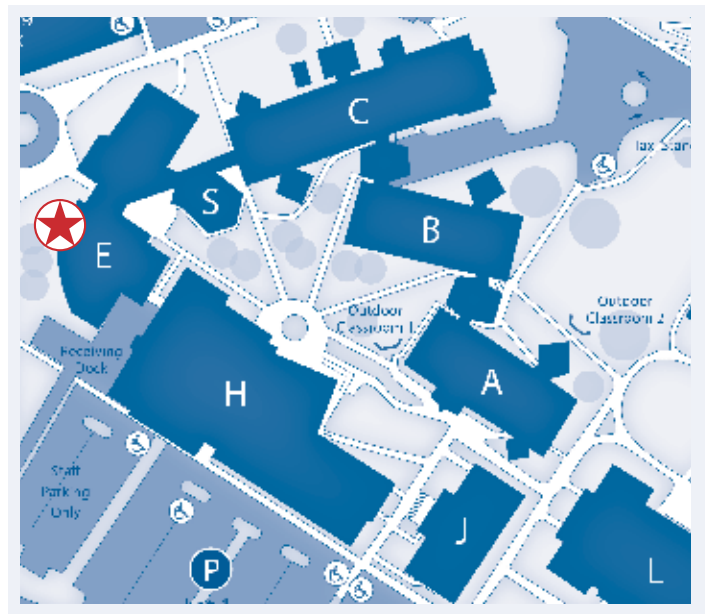The Continuing Education & Workforce Development (CEWD) registration office is now located in the FCC Conference Center (E).

New Hours:
(Effective July 25, 2016)

M-Th 8:30 a.m. – 7:00 p.m.

F 8:30 a.m. – 4:30 p.m.

Phone: 301.624.2888

Email: CEInfo@Frederick.edu

Browse Classes and Register Online: Frederick.edu/QuickEnroll

Note: Courses requiring prerequisites and/or program manager approval may not be available for online registration. See course details for complete information. Please continue to visit Jefferson Hall for services including Admissions, Counseling & Advising, and Financial Aid. If you registered for a class after June 2014, an online profile is reserved in your name. Please do not create a new profile. Contact us at 301.624.2888 for assistance.

Frederick Community College

Experience something

local

**Hospitality, Culinary
& Tourism Institute**

Frederick Community College
Expect Something Different

Table of Contents

REGISTER FOR CLASSES

■ **Register for Classes**
  ■ **Online:** Visit frederick.edu/QuickEnroll to select classes, pay via credit or debit card and receive an immediate email confirmation.
  ■ **NEW!** The Continuing Education & Workforce Development (CEWD) registration office is now located in the FCC Conference Center (E-113).

■ **Phone Numbers**
  ■ Bookstore: 301.846.2463
  ■ Services for Students with Disabilities: 301.846.2408
  ■ Testing Center: 301.846.2522

■ **Register early!**
  Each course has a maximum number of students who can enroll, and popular courses may fill quickly.

■ **Payment in full**
  Tuition and fees are due at the time of registration.

■ **Dropping a class**
  To drop classes at least one business day prior to the class start date, see page 68 for instructions.

■ **Refunds**
  Applicable refunds are provided within 10–14 business days by check or electronic payment depending on initial payment method. See page 68 for details.

COURSE LISTING

Animal Studies

VETERINARY ASSISTANT

This comprehensive training program, consisting of 5 noncredit courses and a supervised clinical practicum, totals 150 hours, and provides the basic knowledge and skills needed for an entry-level position in a veterinary hospital.

Beginning in Fall 2016 and ending in April 2017, this program requires students to successfully complete a series of classes in order to receive the FCC Certificate of Completion.

Clinical Practicum: During this portion of the program, students gain hands-on experience in local veterinary hospitals. As the Veterinary Assistant Training also uses live animals for teaching purposes in lab settings, Frederick Community College takes all necessary safety precautions when students interact with live animals; however, students must be aware that live animals by nature may not be absolutely controlled. Frederick Community College does not provide medical insurance for injuries.

Prerequisites: Prior to registering for Veterinary Assistant courses, students are required to either validate previous successful college courses (C or above in reading and math) or test into MA82 and EN52. To validate previous successful college in reading and math, attach a copy of your transcripts to the course registration form. If you have taken the Reading and Math Assessment prior to taking previous credit or noncredit courses, please indicate this on the course registration form. Students must be a minimum of 18 years of age and have a high school diploma or GED®. The Veterinary Assistant training program is eligible for FCC's payment plan.

If you have any questions or need additional information, please contact Adrienne Summers, program manager, at 240.629.7987.

Veterinary Assistant I: Introduction to Veterinary Assisting

In this introductory course to veterinary assisting, students will discover the history of veterinary medicine and learn about the roles of veterinary team members. Basic laws and ethics relating to veterinary medicine and safety regulations in the workplace will be reviewed. Students will learn about proper front office management and medical documentation while practicing client relation and customer service skills. This course will also introduce students to medical terminology and how to obtain a patient history while utilizing skills for initial patient assessment.

Note: This course is not available for online registration.

VET121 | **12 hours** | **$139** ($99 tuition + $40 fees)

INSTRUCTOR: **CE Instructor**
5684   TTh 6pm – 9pm   8/23–9/1   Monroe Center/MC152

Veterinary Assistant II: Animal Systems, Restraint and Husbandry

The second course in the veterinary assisting series, this course will cover anatomy and physiology of the canine and feline species. Students will become familiar with interpreting behavioral cues from both dogs and cats to learn and demonstrate safe handling and restraint of the patient during the veterinary clinic visit. Animal husbandry and nutritional requirements for various species will be reviewed to understand how both relate to diseases that are commonly observed.

Note: This course is not available for online registration.

VET122 | **36 hours** | **$564** ($499 tuition + $65 fees)

INSTRUCTOR: **CE Instructor**
5685   TTh 6pm – 9pm   9/6–10/13   Monroe Center/MC152

Veterinary Assistant III: Diagnostics and Pharmacy

In the third course of the veterinary assisting series, students will learn the importance and use of common diagnostic tests and imaging techniques in clinical veterinary practice. Topics will include radiation safety, both film and digital x-rays, CT, MRI and ultrasound. The course will also include the basics of pharmacology, calculating drug doses and the use of various medications as they relate to body systems. Students will become familiar with the regulations pertaining to prescriptions and the dispensing of medication.

Note: This course is not available for online registration.

VET123 | **36 hours** | **$564** ($499 tuition + $65 fees)

INSTRUCTOR: **CE Instructor**
5686   TTh 6pm – 9pm   10/25–12/8* Monroe Center/MC152
         *No class 11/22, 11/24.

Veterinary Assistant IV: Anesthesia, Surgery and Emergency

The fourth course in the veterinary assisting series, this class will cover the role of the veterinary assistant in anesthesia, surgery and emergency care. Learn about aseptic technique and how to apply it to the preparation of surgical instruments, the surgical suite and the surgical team. Students will learn about pre- and post-operative care of the patient, surgical terminology and suture removal. Discover the importance of quality nursing care and how to apply it to the principles of fluid therapy, medication administration and wound care. Triage of emergencies and critical patients will be discussed.

Note: This course is not available for online registration.

VET124 | **18 hours** | **$308** ($199 tuition + $109 fees)

INSTRUCTOR: **CE Instructor**
5687   TTh 6pm – 9pm   1/3–1/19   Monroe Center

Veterinary Assistant Clinical

In the fifth course of the Veterinary Assistant series, students will gain experience in a clinical setting while through a clinical rotation at local veterinary clinics, humane societies and animal shelters. Each student will complete 50 hours of clinical experience. This course is a clinical class and subject to clinic hours.

Note: This course is not available for online registration.

VET125 | **50 hours** | **$289** ($229 tuition + $60 fees)

INSTRUCTOR: **CE Instructor**
5688   M – S 8am – 9pm   1/24–4/22   TBA

🖱 **Online Course**
SW Eligible for senior tuition waiver.
RT Eligible for disabled & retired tuition waiver.
See page 68.

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

Careers & Business

ACCOUNTING, BOOKKEEPING & FINANCE

NEW! QuickBooks Levels I & II

Get the full picture of your business performance and discover the new tools available in QuickBooks 2015. QuickBooks is the premier accounting software package for small to mid-sized businesses. Take charge of your business or develop your skills for the workplace. This course offers hands-on instruction from experienced CPAs and EAs. Share real world experiences in class discussions. You will learn how to set up a company file, work with customers and vendors, use basic banking tasks, track physical inventory, prepare balance sheets and accounts, process payroll, provide estimates and time tracking and generate custom reports and forms. Prerequisites: Basic computer skills and file management as well as some familiarity with accounting concepts.

Note: This course requires two textbooks.

SMB212 │ **24 hours** │ **$349** ($259 tuition + $90 fees)   RTW SW

INSTRUCTOR: **Bev Stitely**

5669   MWF 5:30pm – 8:30pm   9/26–10/12   E100

NEW! QuickBooks Certification Exam Prep

Complete your instruction in QuickBooks and prepare for the QuickBooks certification exam. This course provides an in depth review of the payroll processing cycle using QuickBooks software, introduces the accounting cycle and use of classes, covers reporting, adjusting entries and closing the books, and finishes with exam prep. This course is designed for business owners wanting to expand their understanding of QuickBooks and accounting practices and others seeking employment in accounting and/or preparing for QuickBooks certification. This course along with QuickBooks Level I & II meet the objectives for the Intuit QuickBooks Certified User (QBCU) exam offered through Certiport. Taught by an experienced EA and certified ProAdvisor with QuickBooks you will receive experienced exam prep advice along with expert instruction. Prerequisite: QuickBooks Level I & II or equivalent experience.

Note: eBook and study materials included in course price.

SMB214 │ **12 hours** │ **$219** ($129 tuition + $90 fees)   RTW SW

INSTRUCTOR: **Bev Stitely**

5670   S 9am – 3pm   11/5–11/12   E100

Introduction to QuickBooks 2014

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

ONL179 │ **24 hours** │ **$149 fee**

INSTRUCTOR: **CE Instructor**

5771   Online   9/14–10/21
5772   Online   10/12–11/18
5773   Online   11/9–12/16

Intermediate QuickBooks 2014

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced users struggle when applying certain business situations to QuickBooks. In this course, go beyond the basic introductory concepts, and master many of the more advanced features and applications. You will learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you will learn how to enter price levels and track discounts and credits. You will even learn how to enter and track mileage for any vehicles that you use in your business. This course also covers many other common topics that small business owners encounter. You will learn how to create customer statements and assess finance charges on overdue balances, and write-off these past due balances when it appears that the customer is not going to pay. This course is designed for those QuickBooks users who have a good grasp on the basics or have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you will feel more confident and secure in accounting for your business.

ONL178 │ **24 hours** │ **$149 fee**

INSTRUCTOR: **CE Instructor**

5768   Online   9/14–10/21
5769   Online   10/12–11/18
5770   Online   11/9–12/16

Performing Payroll in QuickBooks 2014

Is the thought of preparing payroll daunting? Whether you have one employee or 20, the federal and state requirements are often the same! Using the payroll feature in QuickBooks 2014, you can master efficient techniques for creating paychecks, paying taxes, and generating forms and reports quickly and easily. You will start by learning how to prepare for the payroll process by finding the information you need on the Internal Revenue Service website, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number. Then you will review all aspects of how to set up and maintain payroll information for your employees in QuickBooks. Once you've mastered the basics, you will gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you will be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way.

ONL180 │ **24 hours** │ **$149 fee**

INSTRUCTOR: **CE Instructor**
5774   Online   9/14–10/21
5775   Online   10/12–11/18
5776   Online   11/9–12/16

🖱 **Online Course**
SW **Eligible for senior tuition waiver.**
RTW **Eligible for disabled & retired tuition waiver.**
See page 68.

Note: QuickBook courses have additional software requirements. Go to frederick.edu/QuickEnroll and click on the class title to learn more.

Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you will master the tools you will need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. With QuickBooks, you get the same ease of use of Quicken coupled with a more traditional approach to accounting to meet the needs of small to midsized businesses. Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of financial accounting for your business.

ONL162 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5744	Online	9/14–10/21
5745	Online	10/12–11/18
5746	Online	11/9–12/16

Intermediate QuickBooks 2013

Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. Even many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. In this course, go beyond the basic introductory concepts and learn how to utilize many of the more advanced features and applications. You will learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you will learn how to enter price levels and track discounts and credits. You will even learn how to enter and track mileage that you incur on any vehicles that you use in your business. This course also covers many other common topics that small business owners encounter. You will learn how to create customer statements, assess finance charges on overdue balances, and write off these past due balances when it appears that the customer is not going to pay. This course is designed for those QuickBooks users who already feel that they have a good grasp on the basics or have successfully completed the Introduction to QuickBooks course. Whether you are a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, after taking this course, you will feel more confident and secure in accounting for your business.

ONL167 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5753	Online	9/14–10/21
5754	Online	10/12–11/18
5755	Online	11/9–12/16

Note: QuickBook courses have additional software requirements. Go to frederick.edu/QuickEnroll and click on the class title to learn more.

Payment Plans Available

Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You 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. This course 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. Course revised November 2014

ONL223 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5500	Online	9/14–10/21
5503	Online	10/12–11/18
5505	Online	11/9–12/16

Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in Charlene Messier's online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. In Accounting Fundamentals II, you 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. Course revised February 2015

ONL224 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5507	Online	9/14–10/21
5508	Online	10/12–11/18
5510	Online	11/9–12/16

BUSINESS

NEW! FastTrac NewVenture

The idea. That's where it starts. Now what do you do with the idea? You could start a business - but could you start a viable business? Find the answer with the FastTrac NewVenture program. The FastTrac NewVenture program is a flexible course with a proven framework to help support you as you start a business and begin your journey on the road to success. This immersive course is designed to provide guidance and support in an interactive group oriented environment. Taught by certified affiliates, participants build a unique network with one another to help bolster ideas. You will work with others to discover how your business concept aligns with a real market opportunity, set realistic financial goals, define your company's brand, learn how to manage business function and develop and organizational culture, identify funding sources, and find resources for ongoing business planning. This course is a great fit for aspiring and early stage entrepreneurs who want to build a solid foundation that leads to success.

Note: Textbooks are included in course price. A payment plan is available for this course.

SMB353 | **30 hours** | **$599** ($299 tuition + $300 fees)

INSTRUCTOR: **Brett Kraimer**

| 5671 | T 5:30pm – 8:30pm | 9/13–11/15 | L202 |

Entrepreneurship and Small Business Enterprise

Surveys starting and successfully managing a small business. Topics include: 1) making the decision for self-employment, 2) getting started (new business; going concern; franchising), 3) marketing the product or service, 4) achieving proactive financial management, 5) a miscellany of management pointers for small business (personnel/inventory/control/managing risk), and 6) regulation and taxes. This class is also offered for credit as BU109. See credit schedule for more information.

Note: This course is a hybrid course with an online and classroom component.

SMB114 │ **37.5 hours** │ **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

| 5898 | M 6pm – 8:35pm | 8/22–10/10 | H205 |
| 5899 | T 6pm – 8:35pm | 10/18–12/6 | B113 |

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. This course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. At the end of this course, you will receive a certificate indicating your completion of Project Management Institute (PMI) PDUs equal to the number of hours of this course.

ONL325 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5542	Online	9/14–10/21
5543	Online	10/12–11/18
5544	Online	11/9–12/16

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 exam offered by the International Association of Administrative Professionals

Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL501 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5609	Online	9/14–10/21
5610	Online	10/12–11/18
5611	Online	11/9–12/16

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 exam offered by the International Association of Administrative Professionals.

Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5612	Online	9/14–10/21
5613	Online	10/12–11/18
5614	Online	11/9–12/16

A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. Many of the course elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you will find the A to Z of writing and submitting successful proposals here! Course Updated July 2013

ONL310 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5512	Online	9/14–10/21
5514	Online	10/12–11/18
5515	Online	11/9–12/16

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Advanced Grant Proposal Writing

Learn how to research and write winning proposals that get funded. You will become proficient in the proposal format used by the vast majority of public foundations. Learn what to do—and, more importantly what not to do—on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You will become expert at ferreting out corporate, foundation, and government grantmakers, and you will know how to tailor your responses to information found in the peer review criteria. Discover a number of significant finishing touches that can give your project the edge over others. Finally, learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

ONL317 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5517	Online	9/14–10/21
5519	Online	10/12–11/18
5521	Online	11/9–12/16

Get Grants!

Here's good news if you're a grant writer - even in lean times, there's plenty of money out there! In this course, two experts who've raise millions of dollars in grant money will tell you how to develop successful, fundable grants. First, they'll walk you step-by-step through the process of grant proposal writing revealing the "must-have" proposal elements and the seven pitfalls to avoid. You will learn to recognize what makes a project attractive to a funding agency and see how to create a compelling case. You will also see how to follow up on a proposal, and you will find out when it's possible to turn a "no" into a "yes." Highly recommended for development professionals, educators, nonprofit agency staff members or volunteers. Course revised May 2015

ONL320 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5523	Online	9/14–10/21
5525	Online	10/12–11/18
5527	Online	11/9–12/16

Nonprofit Fundraising Essentials

Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you will explore the skills you will need to become a successful fundraiser. After that, you will discover where the best corporate and foundation fundraising jobs are and how to apply for them. Next, you will delve into every area of nonprofit fundraising—annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. You will also learn about capital campaigns and find out why they're a crucial element of nonprofit fundraising. Along the way, you will view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you will hone your own writing skills. In addition, you will explore fundraising software tools you can use to track your efforts and enhance your results. By the end of the course, you will have a wealth of new nonprofit fundraising ideas, and you will be well on your way to success in this exciting career field.

ONL322 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5528	Online	9/14–10/21
5530	Online	10/12–11/18
5532	Online	11/9–12/16

PROJECT MANAGEMENT

Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You will learn how to plan, implement, control and close any type of project. You will develop all sections of a project plan and become comfortable with the project management body of knowledge. If you're new to project management, this course will provide you with the essential information you 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) include essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). Certification Magazine recently identified PMP® Certification as "the highest-paying certification" of the year.

ONL525 | 24 hours | $149 fee

INSTRUCTOR: **CE Instructor**

5987	Online	9/14–10/26
5988	Online	10/12–11/23
5989	Online	11/9–12/16

Project Management Applications

A successful project begins with process definition, data collection, and the scoping of project requirements. Every project ends with a motivated project team able to accomplish objectives on time and within budget. Winning projects rely on accurate cost and time estimates, identification of the critical path, and use of tracking and control tools. You will become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and you will gain skills in developing and motivating team leaders. You will learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. You will also learn about project software, statistics, change management, processes, and estimating. And you will gain valuable experience with project planning, control and data analysis tools. This course includes essential information to help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). Certification Magazine recently identified PMP® Certification as "the highest-paying certification" of the year.

ONL524 | 24 hours | $149 fee

INSTRUCTOR: **CE Instructor**

5984	Online	9/14–10/26
5985	Online	10/12–11/23
5986	Online	11/9–12/16

PROFESSIONAL DEVELOPMENT

NEW! Certificate in Frontline Leadership

The workplace is changing and those that aspire to leadership and management need to continually learn new skills or hone existing skills to keep pace. This program is tailored to meet the growing need for frontline leaders by developing emerging talent into leaders on the employers' frontline across all industry sectors. Frontline managers oversee a company's primary production activities and are critical to business success. They have responsibility for profit and loss, and the motivation of employees to top performance. Ideal candidates for this program are employees who may not be in a leadership or management role, but demonstrate inherent traits that organizations desire in leaders and managers. It is also ideal for newly promoted leaders and managers that need to further refine their skills.

The certificate is comprised of five modules. Maximizing Supervisory Potential & Building Trust Under Pressure, Problem Solving Results: Solutions, Improvements & Innovations, Working Through Emotions & Conflict, Needs Based Coaching, and Managing for the Performance of Others. All sessions begin with the opportunity to share experiences, ask questions and process answers prior to diving into the next session. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors. Courses may be taken individually or as a series at a discounted price.

Note: Participant materials are included in course price. A payment plan is available for this course.

MGT372 | 51 hours | $1,199 ($499 tuition + $700 fees) 📺 SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**
5700   MW 6pm – 9pm   10/3–12/5*   E124A (H256 on 11/2)
         No class 10/10.

NEW! Maximizing Your Supervisory Potential

Supervisors frequently find themselves performing an awkward and uncomfortable organizational balancing act juggling multiple and competing elements of their job responsibilities. In this workshop, participants will explore the three critical hallmarks of supervisory success: personal credibility, work group commitment, and management support. You will learn the secrets of delegation success as well as thorough planning, clear communication, and effective follow-through. Participants will learn to apply basic leadership skills and to build trust under pressure. Become the successful manager or leader you want to be! This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

Note: Participant materials are included in course price.

MGT374 | 9 hours | $299 ($120 tuition + $179 fees)   📺 SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**
5704   MW 6pm – 9pm   10/3–10/12*   E124A
         No class 10/10.

🖱 **Online Course**
SW **Eligible for senior tuition waiver.**
📺 **Eligible for disabled & retired tuition waiver.**
See page 68.

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

NEW! Problem Solving Results: Solutions, Improvements and Innovations

Problems show up in every size and shape, often when you least expect it! Effective identification of and implementation of solutions is critical to a productive, collaborative, and effective work environment. This workshop provides participants with the skills and strategies required to identify appropriate solutions to problems and the energy to implement them. Topics include a dynamic five step process for problem solving, exploration of tools that can enhance success, delineation of decision making procedures and criteria, and demonstrates strategies to aid in execution and build and sustain momentum of those involved in change. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

Note: Participant materials are included in course price.

MGT376 | 12 hours | $399 ($160 tuition + $239 fees)   📺 SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**
5707   MW 6pm – 9pm   10/17–10/26 E124A

NEW! Working through Emotions and Conflicts

The work place demands collaboration and innovation demands diversity, both of which can lead to conflict. Unproductive emotions and conflict in the workplace are two major interpersonal influences that deplete the energy required to meet goals. This workshop teaches participants important, effective ways to manage emotions and conflict. Discover skills for managing emotions and preventing runaway emotions so that you are able to remain productive and focused on organizational goals. Examine a model for the effective management of conflict which will result in increased collaboration, innovation, problem solving and productivity. You will come away from this workshop with confidence and skills to address those most vexing and scary emotional issues. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

Note: Participant materials are included in course price.

MGT377 | 6 hours | $199 ($80 tuition + $119 fees)   📺 SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**
5709   MW 6pm – 9pm   10/31–11/2   L112 (H256 on 11/2)

NEW! Needs Based Coaching

Managers that practice needs-based coaching build sustainable motivation in their employees and teams by creating an environment where intrinsic needs are met. In this needs-based coaching training you will 1) look at motivation in a different want and learn to create an environment that unleashes superior performance, 2) learn how to affirm positive results in a way that highlights competence, strengthens relationships and encourages motivation in others, 3) learn a collaborative approach to developing capability in others that pairs the motivational needs of employees with the results producing needs of the organization, and 4) learn to give and receive feedback in a way that builds motivation and delivers organizational results. Application of these skills will transform your team and yield the results you desire. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

Note: Participant materials are included in course price.

MGT375 | 12 hours | $399 ($160 tuition + $239 fees)   📺 SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**
5706   MW 6pm – 9pm   11/7–11/16   E124A

NEW! Managing the Performance of Others

Managers, supervisors and leaders help others do the work that makes an organization successful. They must ensure employee performance aligns with the direction and strategy of the organization. The skills taught in this workshop help participants prepare for and conduct different types of performance-related discussions. You will learn how to plan for performance discussions, clarify performance expectations, correct performance problems, and conduct performance reviews. Application of these skills and tools will increase the productivity, collaboration, ownership, and motivation of your team to achieve critical goals and ultimately success. This workshop uses proven curriculum from our partner HDI Global (previously Achieve Global) and is taught by certified instructors.

Note: Participant materials are included in course price.

MGT373 | 12 hours | $399 ($160 tuition + $239 fees) ⚙ SW

INSTRUCTOR: **Tammy Feaster / Robin Gaskill**

5702   MW 6pm – 9pm   11/21–12/5   E124A

NEW! Certificate in Business Writing

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one month courses - LRN210 Business Writing, LRN212 Effective Copywriting, and LRN215 Writing News and Press Releases.

LRN211 | 12 weeks | $495 fee

INSTRUCTOR: **Kathryn Will**

5652   Online   9/6–12/2
5653   Online   10/3–3/3
5654   Online   11/7–3/31

NEW! Business Writing

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls, and acquire business writing principles.

LRN210 | 4 weeks | $195 fee

INSTRUCTOR: **Dionne Felix**

5651   Online   9/6–9/30

NEW! Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Coming away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

LRN212 | 4 weeks | $195 fee

INSTRUCTOR: **Kathryn Will**

5656   Online   10/3–10/28

NEW! Writing News and Press Releases

Being able to write a good news story, press release, or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release, or publicity notice that will get attention.

LRN215 | 4 weeks | $195 fee

INSTRUCTOR: **Jeff Kart**

5698   Online   11/7–12/2

NEW! Lean Six Sigma

In today"s world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction, and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No prerequisites required!

LRN213 | 4 weeks | $245 fee

INSTRUCTOR: **Scott Follett**

5694   Online   11/7–12/2

NEW! Managing Generations in the Workplace

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers, and Gen Yers and what messages they value. Then Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

LRN214 | 4 weeks | $175 fee

INSTRUCTOR: **Kassia Dellabough**

5696   Online   11/7–12/2

What Can A Drone Do For You?

Ready to fly a drone? This course is designed for anyone who wants to learn to fly small Unmanned Aerial Systems (UAS) after the FAA opens the skies to commercial use. Students will learn about the different types of flight systems and how to safely and legally operate a UAS. Individuals will learn about career opportunities and receive practical flight training experience. Each participant will receive a drone as part of this course.

CPD600 | 13 hours | $539 ($239 tuition + $300 fees) ⚙ SW

INSTRUCTOR: **CE Instructor**

5802   TTh 6pm – 9pm & S 9am – 4pm   10/4–10/8   Athletics Center

What Can A Drone Do For You? ⚙ SW

Ready to fly a drone? This course is designed for anyone who wants to learn to fly small Unmanned Aerial Systems (UAS) after the FAA opens the skies to commercial use. Students will learn about the different types of flight systems and how to safely and legally operate a UAS. Individuals will learn about career opportunities and receive practical flight training experience. This course does not include a drone.

CPD601 | 13 hours | $339 ($239 Tuition + $100 fee)

INSTRUCTOR: **CE Instructor**

5991   TTh 6pm – 9pm & S 9am – 4pm   10/4–10/8   Athletics Center

Certification & Licensure

CAREER & PROFESSIONAL CERTIFICATION PREP

SHRM-CP and SHRM-SCP Certification Exam Prep

Business leadership has changed over recent decades. We now live and work in a global economy, in which geographic borders are virtually non-existent, and innovation, agility and strategy are critical success factors. The HR profession operates at the core of this global economy, ensuring the alignment of organizational strategy with a high-performing workforce. The new SHRM credentials, Senior Human Resources Manager - Certified Professional (SHRM-CP) and Senior Human Resources Manager - Senior Certified Professional (SHRM-SCP), address these new roles.

The SHRM-CP and SHRM-SCP encourage HR professionals to acquire the behavioral competencies and knowledge they'll need to effectively perform their jobs and achieve career success. This certification program was built with employers in mind. It will undoubtedly help set the global standard for excellence in HR and aims to grow certification throughout the HR profession. Join fellow HR practitioners to prepare and practice for your certification exam in this 12-week course. You will learn test-taking strategies, as well as important concepts that are essential for your mastery of the exam's body of competency and knowledge. This course replaces the PHR/SPHR prep course that was previously offered at FCC. Please go to http://www.shrmcertification.org for exam information and prerequisites. This course is eligible for FCC's payment plan. Please contact the CEWD Registration Office at 301.624.2888. Course material included.

Note: This is an online class and all classwork will be completed online. Previous HR experience is required for this class. Please visit the www.SHRM.org website for additional information and clarification.

CPD130 | **36 hours** | **$1,169** ($489 tuition + $680 fees)

INSTRUCTOR: **Amanda Haddaway**

| 5797 | 12am – 11:59pm | 9/6–11/29 |

Praxis Core Preparation - Semi-Private Instruction

Are you a prospective teacher who needs to pass the Praxis Exam? Prepare for the new Praxis Core Exam. Gain the benefits of an individualized, tailored, and semi-private preparation course. Improve test taking skills while reviewing reading, writing and math requirements of the test.

CPD150 | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **Anamaria Prensky**

| 5886 | TTh 4pm – 6pm | 10/4–10/13 | L112 |

Math Praxis Preparation - Semi-Private Instruction

Participants will develop the skills needed for the Praxis test as we review, master and prepare for the Math Core Praxis Assessment. In the course students will master the topics of number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, systems of measurement, probability and statistics. Students will practice working timed math problems by hand, quickly and correctly.

CPD151 | **8 hours** | **$154** ($119 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

| 5887 | MW 4pm – 6pm | 11/2–11/14 |
| | Braddock Hall, Li/B105, L112 | |

Praxis Preparation Tutor

Develop the skills you need for the Praxis test as we review, master and prepare for the Praxis Core Exam. Gain the benefits of an individualized, tailored and private tutoring course. The instructor will assist you with the areas you need additional preparation. Improve test taking skills while reviewing reading, writing and/or math requirements of the test. Please contact Jennifer Goodridge at 301.624.2756 to arrange a mutually agreeable time to meet the instructor. The tutoring sessions are based on 1 hour meetings and may be repeated for additional sessions.

Note: To arrange your tutoring session please contact Jennifer Goodridge at 301.624.2756 or jgoodridge@frederick.edu to arrange a mutually agreeable time for tutoring. The tutoring sessions are based on 1 hour meetings and may be repeated for additional sessions.

CPD152 | **1 hours** | **$50** ($20 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

| 5957 | n/a | 9/1–12/14 | TBA |

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 develop all the skills you need for the test as we review and prepare for everything it includes. 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, participants will discuss what constitutes high scoring essays, and go through the process of writing each essay in the amount of time allotted. You will learn useful test-taking strategies and get plenty of practice questions that are similar to what you will find on the exam. You will also 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 way that's fun and interesting. After completing this course, you will be totally ready to pass the Praxis Core Exam! Course revised May 2015

ONL346 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5545	Online	9/14–10/21
5546	Online	10/12–11/18
5547	Online	11/9–12/16
5548	Online	12/14–1/20

NEW! Life and Health Insurance Pre-Licensing

This course is for insurance agents preparing to take the Life and Health Insurance Licensing exam. The course provides in-depth information on the life and health industry and on life and health specifically. Topics include: law and the insurance contract; life insurance policies; option riders; beneficiaries; annuities; retirement plans; and social security. Textbook will be included in course price.

Note: This class is in partnership with Montgomery College and the class will be located at the Gaithersburg Business Training Center (GBTC). This course is hybrid with classroom and online instruction.

CPD508 | **48 hours** | **$210** ($25 tuition + $185 fees)

INSTRUCTOR: **CE Instructor**

| 5800 | S 8:30am – 4:30pm | 11/5–11/19 | Montgomery College-GBTC |

CERTIFICATION & LICENSURE

Maryland Property and Casualty Pre-Licensing

Students will gain valuable information to assist in passing the Maryland Property and Casualty exam. Frequent quizzes and exams are given to help prepare students for the state exam. Topics include: Property and Casualty terms and concepts, Maryland Laws and Regulations, Personal Lines policy and Commercial Lines policy. The course meets the requirements of the Maryland Insurance Administration to take the Maryland Property and Casualty Licensing examination once students have completed the class work.

Note: This class is in partnership with Montgomery College and will be located at their Gaithersburg Business Training Center.

CPD509 | **41 hours** | **$215** ($30 tuition + $185 fees)   TL SW

INSTRUCTOR: **CE Instructor**
5457   S 8:30am – 4:30pm   9/24–10/8   Montgomery College-GBTC

NEW! Basic Conflict Mediation

In this Basic Conflict Mediation course, students learn the 7-Step Model of mediation, which includes strategic listening, handling power imbalances, and dealing with intense emotions. Students will engage in role plays and simulations for hands-on experience. Students will also conduct critical analyses of varying conflict resolution theories and mediation styles through discussion and written reflections. This course is co-listed with credit course CMSP109.

Note: This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. Prerequisite EN50A or EN61 or ESL95 or ESL73.

CPD520 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   TL SW

INSTRUCTOR: **CE Instructor**
5801   MW 1pm – 4pm   10/19–12/7   B106

Personal Trainer 6 Weeks

This Personal Trainer course is taught over a 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30 hour internship is required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as "the expert" in your field. Textbook is required and not included in course fees. * Call to order and start reading immediately 888.330.9487 {http://www.witseducation.com}

Note: 30 hr internship must be completed outside of class hours.

PFT105 | **36 hours** | **$719** ($175 tuition + $544 fees)   TL SW

INSTRUCTOR: **CE Instructor**
5657   TTh 6:30pm – 9:30pm   9/27–11/3   TBA

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

MD Stationary Engineer Exam Prep I

This course is designed to assist the individual in gaining necessary tools to successfully pass the Maryland grade 5 & 4 Stationary Engineer licensing exams. This course will provide an introduction for individuals interested in this field. Course topics include basic electricity, boiler types and equipment, steam system accessories, burners and fuel train, inspection and maintenance, water treatment, emergency operations, auxiliary equipment, combustion and boiler controls, LOTO and basic arithmetic operations.

TRD191 | **39 hours** | **$299** ($269 tuition + $30 fees)   TL SW

INSTRUCTOR: **CE Instructor**
5958   TTh 6pm – 9pm   10/4–11/15   TBA

CHILD CARE CAREER PREPARATION

Continuing Education students enrolling in courses are offered concurrently for both credit and continuing education are required to complete all coursework and exams.

Child Care 90-Hour Certificates

Child Care Teacher Infant/Toddler:
• CHI113 Child Development and Behavior or
• CHI300 Child Growth and Development (online) and
• CHI136 Infants' & Toddlers' Development and Care or
• CHI311 Infant and Toddler Care (online)

Child Care Teacher Preschool:
• CHI113 Child Development and Behavior or
• CHI300 Child Growth and Development (online) and
• CHI114 Activities I or
• CHI301 Preschool Curriculum & Activities (online)

Child Care Teacher School Age:
• CHI113 Child Development and Behavior or
• CHI300 Child Growth and Development (online) and
• CHI145 Activities for the School Age Child or
• CHI302 School Age Child Care (online)

Child Care Director Teacher:
• One of the above 90-hour certificates plus
• CHI131 Administration of Child Development Centers or
• CHI310 Child Care Administration (online)

Child Development and Behavior

Introduces basic growth and developmental principles necessary to work effectively with young children from ages birth to 12 years. Emphasizes the social, emotional, physical and intellectual developmental stages of the young child. This course satisfies one-half of the 90-hour State requirement for Day Care Certification. (Also offered for credit as ED100) All licensees must attend all hours of Child Care Administration approved courses.

Note: This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. Prerequisites: EN52 or ESL99. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne at 240.629.7987.

CHI113 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   TL SW

INSTRUCTOR: **CE Instructor**
5635   MW 9:30am – 10:45am   8/22–12/7*   Student Center
         *No class 9/5.
5533   M – F 12am – 11:59pm   8/22–12/5*   TBA
         *No class 9/5, 11/24, 11/25.

Activities I For Children

Learn the methods and proper use of materials in presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course meets the Maryland State Department of Education Teaching Methodology requirements for an initial certificate in Early Childhood Education. This course is also 45 hours of the 90 hours of Child Care Training required for Senior Staff. Also offered for credit as ECD104. See the credit schedule at frederick.edu for more information.

Note: This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. Prerequisites: EN52 or ESL99. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne Summers at 240.629.7987.

CHI114 | **37.5 hours** | **$426** ($357 tuition + $69 fees) **TU** **SW**

INSTRUCTOR: **CE Instructor**

5633 MW 11am – 12:15pm   8/22–12/7*   Student Center
No class 9/5.

INSTRUCTOR: **Delaine Welch**

5634 M 6pm – 8:30pm   10/24–12/5   Student Center

Infants and Toddlers Development and Care

Examines the child's growth and development from conception to age two. The course investigates normal stage development, health, feeding, play, rest, abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification. (Also offered for credit as ECD106)

Note: This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. Prerequisites: EN52 or ESL99. A textbook is required for this class. For more information, contact Adrienne at 240.629.7987.

CHI136 | **37.5 hours** | **$426** ($357 tuition + $69 fees) **TU** **SW**

INSTRUCTOR: **Anne Dayhoff**

5637 W 6pm – 8:30pm   8/24–10/5   Student Center

School Age Activities

Examines developmentally appropriate principles, materials and methods used with school-age children ages 6 to 12. Specific consideration given to planning activities for school-age child care. Students plan and present lessons in the areas of physical, intellectual and social development. This course meets the state requirements for training for group leader. Also offered for credit as ECD 108. See the credit schedule at frederick.edu for more information.

Note: This course is a hybrid course with an online and classroom component. This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. For more information, contact Adrienne at 240.629.7987. Prerequisites: EN52 or ESL99. A textbook is required for this class.

CHI145 | **37.5 hours** | **$426** ($357 tuition + $69 fees) **TU** **SW**

INSTRUCTOR: **Delaine Welch**

5638 M 6pm – 8:30pm   8/22–10/10*   Braddock Hall
No class 9/5.

Child Growth and Development

This certification course satisfies the child development half of the MSDE requirement of 90 hours 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 age-appropriate curriculum (preschool infant-toddler, or school-age) are required to complete the 90-hour certification for child care. Aligns with MD Staff Credential (proposed) levels 2-4. You must successfully complete all course assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

CHI300 | **45 hours** | **$314 fee**

INSTRUCTOR: **CE Instructor**

5640 Online   10/21–12/9

Preschool Curriculum and Activities

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. 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. Aligns with MD Staff Credential (pro-posed) levels 2-4. This course and Child Growth & Development 45 hours are required to complete the 90-hour child care certification. You must successfully complete class assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

CHI301 | **45 hours** | **$314 fee**

INSTRUCTOR: **CE Instructor**

5641 Online   9/14–10/26

School Age Child Care

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 certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. You must successfully complete class assignments to receive a course certificate. Purchase textbook from FCC Bookstore prior to class. This class is held in partnership with Howard Community College.

Note: A textbook is required for this class.

CHI302 | **45 hours** | **$314 fee**

INSTRUCTOR: **CE Instructor**

5642 Online   9/19–10/31

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Infant and Toddler Care

Gain the skills necessary to work with infants 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 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must successfully complete class assignments to receive a certificate. Text-book is included and will be provided as a download in the online course. This class is held in partnership with Howard Community College.

Note: Textbook is included in price of courses.

CHI311 | **45 hours** | **$314 fee**

INSTRUCTOR: **CE Instructor**
5644   Online   9/28–11/9

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. Purchase access code prior to class. This class is held in partnership with Howard Community College.

Note: A separate materials purchase is required to access this online course. Instead of a textbook, this course uses an electronic text and video resources that are incorporated into your course experience. Purchase either the access key with eBook or the access key and looseleaf book, available at www.cengagebrain.com/course/site.html?id=1494051.

CHI310 | **45 hours** | **$314 fee**

INSTRUCTOR: **CE Instructor**
5643   Online   10/27–12/8

CHILD CARE PROFESSIONAL DEVELOPMENT

Communication Skills for Child Care Professionals

This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

Topics include: practice reading strategies to increase comprehension and retention; apply writing strategies to compose documents related to child care, including lesson plans, parent letters and child observation journals; demonstrate effective communication skills in the child care environment; and utilize a variety of tools to record and communicate critical child information, including behavior, accidents, daily routines, and schedules. This course is part of the Maryland State Department of Education-Office of Child Care -approved training program for child care professionals and is one of the "Continued Training Credit Hour" programs in Maryland Child Care Credentialing content areas required to acquire and/or maintain licensure or certification status. MSDE core of knowledge: Professionalism.

CHI336 | **9 hours** | **$109** ($24 tuition + $85 fees)

INSTRUCTOR: **CE Instructor**
5655   Online   11/7–11/21

Sudden Infant Death Syndrome

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

Note: You may register for and begin this class anytime between the first and last class dates. You will receive log-in instructions via email when you register.

CHI151 | **2 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**
5639   Online   9/1–12/15

Supporting Breastfeeding in Child Care

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

Note: You may register and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI312 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5885   Online   9/1–12/15

Cultural Competencies and Awareness

Increase your awareness and ability to work effectively with the diverse families in our community by identifying and developing strategies that will promote cultural competency. Apply anti-bias, diversity and inclusion practices, promote child self-concept and esteem, and plan multi-cultural activities. MSDE Core of Knowledge: Com 3 hours. This new Credential Booster course aligns with MD Staff Credential: (proposed) levels 2,3,4; .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI330 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5645   Online   9/1–12/15

⌂ **Online Course**
SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See page 68.

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. MSDE Core of Knowledge: SN 3 hours. This new Credential Booster course aligns with MD Staff Credential (proposed) levels 2,3,4; .3 CEUs.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI331 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5646 Online 9/1–12/15

Nutrition and Active Living

The nutritional and physical needs of today's children are examined, and child care professionals gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. MSDE Core of Knowledge: HSN 3 hrs. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4; .3 CEUs

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI332 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5647 Online 9/1–12/15

Supporting Children With Disabilities

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. MSDE Core of Knowledge: SN 3 hrs. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4; .3 CEUs

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI333 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5648 Online 9/1–12/15

Taking Learning Outside

Look beyond the slide and climber to the many ways outdoor learning environments and play spaces may be used to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. MSDE Core of Knowledge: Curric 3 hrs. This new Credential Booster course aligns with MD Staff Credential: (proposed) levels 2,3,4; .3 CEUs

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI334 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5649 Online 9/1–12/15

The Child Care Provider as a Professional

Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. MSDE Core of Knowledge: Pro 3 hrs. This new Credential Boosters course aligns with Md Staff Credential: (proposed) levels 2, 3, 4; .3 CEUs

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

CHI335 | **3 hours** | **$50 fee**

INSTRUCTOR: **CE Instructor**
5650 Online 9/1–12/15

PEST CONTROL

Pesticide Use and Safety

This online course prepares the student for the Maryland Pesticide Use and Safety application certification exam through a thorough understanding of the principles of pest control, including pesticide labeling, regulations, and proper handling. With successful completion of this course with a grade of 70% or higher, Maryland Dept of Agriculture will accept this course as equivalent to 6 months practical experience for those individuals seeking certification as a Pest Control Applicator in the state of Maryland. Completion of this course may be used towards the certification requirements for either pest control categories as defined by the Maryland Dept. of Agriculture.

Note: You may register for and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD390 | **30 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5890 Online 9/1–12/15

Right of Way Pest Control

This course is for students working on their Maryland Pesticide Regulation Certification. This course will satisfy the requirement for category 2 and 6. The student will learn principles of Right-Of-Way Pest Management, including pest identification and management methods. Upon completion of this course, the students will identify and demonstrate the basic principles of the importance of Right-Of-Way vegetation control, identify and analyze the options available for Right-of-Way managers, identify and explain how plant biology affects vegetation management and analyze how herbicide characteristics influence decision making for pest management. The student will identify and understand the differences among highway, pipeline, power-line and railroad Right-Of-Ways, and identify and utilize personal (bodily) and environmental protection equipment and demonstrate how to calibrate and maintain application equipment. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD381 | **25 hours** | **$325** ($85 tuition + $240 fees)

INSTRUCTOR: **CE Instructor**
5969 Online 9/1–12/15

Aquatic Pest Weed Management

Aquatic Weed Management is a course for pesticide applicators who manage aquatic weeds in the performance of their work. Its purpose is to prepare pest managers for certification in Aquatic Pest Control, Commercial Pesticide Applicator Category 5. Aquatic weeds are managed to protect property, human safety, and aquatic resources. After certification, the course manual will serve as a resource for pest identification and management. Aquatic Pest Management does not cover all pests that occur in or near water. The topics are to explain the need for weed control and the environmental factors that regulate aquatic plant growth; determine weed control methods based on intended use of ponds and waterways; identify weed species and know what part of the littoral zone they occupy; and recognize sensitive areas and situations affecting pest management decisions. This course is approved from the Maryland Department of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD382 | **36 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5970   Online   9/1–12/15

General/Structural and Rodent Pest Management

This course is for the Maryland Pesticide Applicator and will satisfy category 7A and 7D. The topics include understanding how human behavior influences pest populations, how to conduct pest inspections, and how to control a wide variety of pests using chemical and non-chemical means. The pests that will be reviewed include: rodents, roaches, bedbugs and other pests. This course is approved by the Maryland Department of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD383 | **36 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5971   Online   9/1–12/15

Ornamental Exterior Landscape IPM

This course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on landscape ornamentals found in the Mid-Atlantic. Information provided on the care for residential and commercial landscapes will include chemical and non-chemical pest management tactics, safety concerns, and business practices. This will satisfy category #3A for Maryland Pesticide Applicator. This course is approved by the Maryland Department of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD384 | **36 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5888   Online   9/1–12/15

Ornamental Interior - Greenhouse IPM

This course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on greenhouse and interior ornamentals found in the Mid-Atlantic. Information provided on the care for indoor plants will include chemical and non-chemical pest management tactics, safety concerns, and business practices. Topics include: the environmental factors that affect plant health and how to recognize the visual symptoms of plant stress, identify the major pests of interior plants in the Mid Atlantic region, and identify the symptoms they cause. This will satisfy the Maryland 3B category. This course is approved by the Maryland Department of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD385 | **36 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5972   Online   9/1–12/15

Public Health/ Mosquito Control

This course is for students working on their Maryland Pesticide Regulation Certification. This course will satisfy the requirement for category 8. The student will learn principles of Public Health/ Mosquito Control Pest Management, including pest identification and management methods. Upon completion of this course, the students should be able to: identify species of mosquitoes that are found in the Mid-Atlantic region, identify and understand the diseases mosquitoes vector, identify and explain the different methods of mosquito surveillance, and identify and understand the methodology of mosquito management. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD387 | **30 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**
5973   Online   9/1–12/15

Termites and Other Wood Destroying Organisms

This course is an online course for the Maryland Pesticide Applicator, category 7B. The student will gain an understanding of how to reduce the impact that wood destroying organisms have on humans, and the proper use of pesticides, including minimizing the potential risk to human health, non-target organisms and the environment. This course is approved from the Maryland Department of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD388 | **30 hours** | **$325** ($85 tuition + $240 fees)

INSTRUCTOR: **CE Instructor**
5974   Online   9/1–12/15

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Turfgrass IPM

This course is for students working on their Maryland Pesticide Regulation Certification category 3C. This course focuses on the importance of Integrated Pest Management (IPM). The student will learn about chemical pesticides and environmental protection; equipment and calibration; and the identification, biology, and management of weeds, diseases, insects, and vertebrate pests in both warm- and cool-season turfgrass. The topics are the environmental factors that affect turf health and recognize the visual symptoms of plant stress, identify the major pests of turfgrass in the Mid-Atlantic transition zone, and the symptoms they cause. This course is approved by the Maryland Dept. of Agriculture.

Note: You may register and begin this class anytime between the first and last class dates. Please contact Adrienne Summers at asummers@frederick.edu or 240.629.7987 upon registering in order to gain access to the online class.

CPD389 | **36 hours** | **$350** ($79 tuition + $271 fees)

INSTRUCTOR: **CE Instructor**

| 5889 | Online | 9/1–12/15 |

REAL ESTATE PRE-LICENSURE

Home Inspection Pre-Licensure

The home inspection profession has grown rapidly over the last several years. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. 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, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. This course meets the requirements for home inspection pre-licensure for the state of Maryland as a provision of law under the Business Occupational and Professions Article, Annotated Code of Maryland, § 16-3A-03(1). This course is eligible for FCC's payment plan. Contact CEWD Registration Office at 301.624.2888.

Note: Two Saturday classes will be required for the Tuesday/Thursday section only and the instructor will announce date at the beginning of the class. A textbook is required for this class.

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

INSTRUCTOR: **CE Instructor**

5798	TTh 6pm – 9pm	9/8–12/15*	Monroe Center/MC126
	No class 9/20, 9/21, 9/22, 11/24.		
5799	M – F 8am – 5:30pm	10/31–11/11	Monroe Center/MC126

Principles and Practices of Real Estate In Maryland

If you are planning to take the Maryland Real Estate Licensing Examination, you need this course. Students who attend all of the classes and receive a 70% or better on the final examination will receive a certificate that enables them to take the state examination.

Note: A textbook is required for this class.

REA203 | **66 hours** | **$409** ($99 tuition + $310 fees)

INSTRUCTOR: **CE Instructor**

| 5661 | MW 6pm – 9pm | 9/26–12/12* | Monroe Center/MC126 |
| | *No class 11/23.* | | |

REAL ESTATE PROFESSIONAL DEVELOPMENT

Maryland 2012-2014 Legislative Update

This course reviews Federal Law and Regulation changes, summarizes policies and/or concerns of Maryland Real Estate, reviews and explains new continuing education requirements, and reviews and explains new Maryland Laws and Regulations an updates for 2014/2015. This course meets the Maryland Real Estate Commission requirements for three hours of continuing education in category (A). Topics will include the most recent licensing law updates and local code enforcement updates. DLLR 167-0612

REA104 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

| 5965 | T 6pm – 9pm | 12/13 | Monroe Center/MC151 |

Fair Housing

This course reviews and identifies protected classes of people and how they relate to real estate, reviews and discusses local protected classes of people and how perceptions are viewed, reviews the MREC Code of Ethics and how all licensees must follow the MD Fair Housing Law, and reviews and identifies unlawful acts that involve real estate. This course meets the Maryland Real Estate Commission requirements for Maryland fair housing training required every two years to renew a Maryland real estate license. Topics include federal laws, Maryland laws and local jurisdiction laws. DLLR 165-0612

REA139 | **1.5 hours** | **$25 fee**

INSTRUCTOR: **CE Instructor**

| 5660 | W 4pm – 5:30pm | 12/7 | Monroe Center/MC152 |

Maryland Code of Ethics

This course will review the MREC Code of Ethics, review and compare the NAR Code of Ethics to Maryland Code of Ethics, determine legal and illegal flipping of property, and review predatory lending and understand what agents should and should not do to be in compliance with predatory lending. This course provides 3 hours of continuing education for the Real Estate Professional in Category D. DLLR-166-0612

REA151 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

| 5892 | W 6pm – 9pm | 12/7 | Monroe Center/MC152 |

MREC Agency - Residential

This course is for the real estate professional to maintain their real estate license. The topics include define brokerage agreement and relationship, define fiduciary duties, explain and discuss the proper completion of the Maryland agency disclosure forms, identify confidential information and define and identify dual agency. This course provides 3 hours of continuing education in category H. DLLR – 170-0612. This course is required every two years as of Oct. 1, 2015.

REA236 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

| 5192 | T 6pm – 9pm | 8/16 | Monroe Center/MC151 |
| 5893 | W 6pm – 9pm | 11/30 | Monroe Center/MC152 |

Online Course
Eligible for senior tuition waiver.
Eligible for disabled & retired tuition waiver.
See page 68.

NEW! DOE Home Energy Score and Residential Energy

This course reviews home energy scores and residential energy auditing. The topics include home energy performance, construction basics, heat and insulation and how to measure heat. Students will identify types of insulation and R-values and how airflow and air sealing affect energy including products used for air sealing. Moisture cycles and moisture transport will be discussed and energy audits and customer education. Conservation strategies identifying windows and doors and renewable energy will be discussed and how to read and understand the home energy score tools.

REA420 | **3 hours** | **$35** ($10 tuition + $25 fees)

INSTRUCTOR: **CE Instructor**

5662	W 6pm – 9pm	10/12	Monroe Center/MC152
5663	T 6pm – 9pm	12/13	Monroe Center/MC152

D/L Maryland Ethics and Predatory Lending

This course is an online course that will meet the continuing education requirement for real estate. The topics include: discuss the Maryland Code of Ethics and how it pertains to contemporary real estate concepts like flipping and predatory lending; identify the types of regulated advertising that affect real estate professionals in Maryland; explain ethical considerations relating to fair housing and property transactions; and discuss how the Maryland Real Estate Commission Code of Ethics affects agents relationships with their clients and other licensees in Maryland. DLLR # 171-0612 Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240.629.7987 or asummers@frederick.edu.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA353 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

5894	Online	9/1–12/15

D/L Maryland Fair Housing

This on online course will meet the continuing education requirement for real estate agents in Maryland. The topics include: Fair Housing Acts, other federal laws, state and local fair housing laws and regulations in Maryland, and fair housing advertising. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240.629.7987 or asummers@frederick.edu.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA354 | **1.5 hours** | **$25 fee**

INSTRUCTOR: **CE Instructor**

5895	Online	9/1–12/15

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

D/L Maryland Legislative Update

This online course is for Maryland real estate professionals to maintain their Maryland Real Estate License. The topics include new regulations that govern real estate continuing education providers, recent law changes that affect the proper handling and disbursing of earnest money deposits, recent changes in federal regulations and how they affect day-to-day real estate business and activities, and recent federal law changes and how they may affect lending issues and taxes. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240.629.7987 or asummers@frederick.edu.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA355 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

5896	Online	9/1–12/15

D/L MREC Agency Residential

This online course is for the Maryland real estate professional to maintain their Maryland Real Estate License. The topics include: brokerage agreements and brokerage relationship; fiduciary duties and the proper completion of the Maryland agency and disclosure forms. The course also reviews what information is confidential and when the information is no longer confidential, presumed buyer agency, and dual agency and how to identify the role of the dual agent. FCC is an approved provider of continuing education for Maryland Real Estate courses, DLLR # 171-0612. Please contact Adrienne Summers once you have registered for the course to gain access to the class at 240.629.7987 or asummers@frederick.edu.

Note: You may register for and begin this class anytime between the first and last class dates. You will receive login instructions via email after you register.

REA356 | **3 hours** | **$35 fee**

INSTRUCTOR: **CE Instructor**

5897	Online	9/1–12/15

Computers & Technology

COMPUTER & SOFTWARE APPLICATIONS

NEW! Microsoft: Windows Basics

Learn the basic features and functions of Microsoft Windows. This course covers beginning-level skills and is ideal for the newer computer user or those who are getting reacquainted with computers after some time away. Part of our partner's Essential Skills series, the text for this course uses a highly visual design. Whether you're using Windows for the first time, or upgrading from an older version, our solution will show you what you need to know. Learn about using the new interface. Find out how to customize the interface and boot operations, how to work with programs and files, use the web and social media, manage music and photos, and much more.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Elaine Davis**

| 5788 | TTh 6pm – 9pm | 9/6–9/20* | E109 (L115 on 9/20) |

No class 9/13, 9/15.

Keyboarding

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

ONL148 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5725	Online	9/14–10/21
5726	Online	10/12–11/18
5727	Online	11/9–12/16

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

MS OFFICE SUITE WORKSHOPS

NEW! Microsoft Foundation Series: Computer Skills

Novice users and those looking for formal training in Microsoft Office 2013 skills will explore software skills needed in the workplace or for personal business. The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence, or starting a new career. This course covers beginning-level skills for the Windows operating system and popular applications including: Word used for creating documents, Excel for preparing spreadsheets and charts, and PowerPoint presentation software. Register for all four courses at the series price: Microsoft Windows: Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, Microsoft PowerPoint. Courses may be taken individually at the price listed for each class. At the end of the course you will have established a foundational skill set in demand in every workplace setting.

Note: A textbook is required for each of the four courses in the series.

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

INSTRUCTOR: **Elaine Davis**

| 5791 | TTh 6pm – 9pm | 9/6–10/25* | E109 (L115 on 9/20) |

No class 9/13, 9/15.

NEW! Microsoft Word: Level 1

Learn the basic features and functions of Microsoft Word 2013. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Word. After an introduction to terminology and Word's window components, you will learn how to use the Help system and navigate documents. Next you will cover topics such as; working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you will be able to successfully move on to Microsoft Word, Level 2. This course follows the curriculum for the Microsoft Office Specialist core-level for Word 2013 (exam 77-418) and the Microsoft Office Specialist Expert for Word 2013 (exams 77-425 and 426). For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Elaine Davis**

| 5792 | TTh 6pm – 9pm | 9/22–10/4 | E109 |

NEW! Microsoft Word: Level 2

This course builds on skills and concepts taught in Microsoft Word: Level 1. Level 2 provides thorough intermediate skills training. Topics include creating a research paper, newsletter and promotional brochure and form, as well as using mail merge. You will explore use of newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. After completing this course, you will be able to successfully move on to Microsoft Word: Level 3. This course follows the curriculum for the Microsoft Office Specialist core-level for Word 2013 (exam 77-418) and the Microsoft Office Specialist Expert for Word 2013 (exams 77-425 and 426). For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Word Level 1 or equivalent experience.

Note: This course requires a textbook.

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

INSTRUCTOR: **Elaine Davis**

| 5793 | TTh 6pm – 9pm | 10/27–11/8 | E109 (L115 on 11/8) |

NEW! Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel 2013. Level I provides thorough introductory training. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. After an introduction to spreadsheet terminology and Excel's window components, you will cover topics such as entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, charts, inserting and deleting columns, rows, and cells, and more. After completing this course, you will be able to successfully move on to Microsoft Excel, Level 2. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 and 428). For comprehensive certification training students should complete Microsoft Excel Levels 1, 2 and 3. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Elaine Davis**

5794   TTh 6pm – 9pm   10/6–10/18   E109

NEW! Microsoft Excel: Level 2

This course builds on the skills and concepts taught in Microsoft Excel: Level 1. Level 2 provides thorough intermediate training. You will learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advancesd formatting options including styles and themes. You will apply advanced functions and explore data analysis tools, as well as learn to create tables and outlines, and utilize graphics and templates. After completing this course, you will be able to successfully move on to Microsoft Excel: Level 3. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 and 428). For comprehensive certification training students should complete Microsoft Excel Levels 1, 2 and 3. Prerequisites: Microsoft Excel: Level I or equivalent experience.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Elaine Davis**

5795   TTh 6pm – 9pm   11/10–11/22   E109

NEW! Microsoft Excel: Level 3

This course builds on the skills and concepts taught in Microsoft Excel 2013:Level 2. Level 3 provides thorough advanced training. The course begins with how to use lookup functions, pivot tables and macros and explore advanced formatting and analysis tools for data validation and auditing. You then move on to Excel features that facilitate collaboration and sharing of workbooks. Finally, you will learn how to integrate your Excel data and charts with other programs such as Access, PowerPoint and webpages. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 & 428). For comprehensive certification training students should complete Microsoft Excel Levels 1, 2 & 3. Prerequisites: Microsoft Excel: Level 2 or equivalent experience.

Note: A textbook is required for this course.

CMS282 | **12 hours** | **$229** ($179 tuition + $50 fees)   TN SW

INSTRUCTOR: **Elaine Davis**

5796   TTh 6pm – 9pm   11/29–12/8   E109

Microsoft Excel Complete

This class is a comprehensive path taking students from the basics of Microsoft Excel through intermediate skills and finishing with advanced features. Students will start with learning how to work with formulas and functions. Then move onto formatting worksheets, working with charts and analyzing data using formulas. Intermediate skills include managing workbook data, using tables and analyzing table data. Automating a worksheet and enhancing charts will also be covered. Then students will move onto advanced features including What-If analysis and PivotTables.

Note: This course requires a textbook.

CMS191 | **24 hours** | **$299** ($179 tuition + $120 fees)   TN SW

INSTRUCTOR: **Thomas Dawson**

5787   F 9am – 4pm   8/26–9/23*   E107
           No class 9/2.

Microsoft PowerPoint

Explore the basic components and learn to create presentations using templates and wizards. Textbook required before start date.

Note: This course requires a textbook.

CMS157 | **6 hours** | **$115** ($85 tuition + $30 fees)   TN SW

INSTRUCTOR: **Elaine Davis**

5724   TTh 6pm – 9pm   10/20–10/25   E100

NEW! Microsoft Outlook

Many people have used Microsoft Outlook for years but do not take advantage of Outlook's powerful features. Microsoft Outlook is not just for email – it's a personal information manager! The application includes a calendar, task manager, contact manager, note taking, and journal. Learn how to condense, categorize and archive the ever-larger amounts of email received. Manage your address books and schedules in flexible and time-saving ways. This introductory course is designed for those who have not used Outlook before or those that want to learn about features available in newer versions of the software. This hands-on course provides instruction using Microsoft Outlook 2013. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course.

CMS258 | **9 hours** | **$169** ($129 tuition + $40 fees)   TN SW

INSTRUCTOR: **Dagmar Kolarik**

5789   MW 5:30pm – 8:30pm   9/19–9/26   E109
5790   MW 5:30pm – 8:30pm   11/14–11/21   E109

Database Development with Microsoft Access I

Learn the basic skills to properly set up a well-functioning database. Create table structures, design forms and reports, and set up queries. Students will learn how to build databases that maintain customer information, inventory records, donor lists or other customized database.

Note: This course requires a textbook.

CMS184 | **7 hours** | **$109** ($55 tuition + $54 fees)   SW

INSTRUCTOR: **Dagmar Kolarik**

5740   MW 5:30pm – 9pm   10/24–10/26   E109

Database Development with Microsoft Access II

Learn how to turn your database into an efficient data management system. Covers intermediate Microsoft Access skills. Topics covered include designing and modifying reports, updating databases and refining their design, working with subforms, creating calculated fields, creating and running queries, and more. Students will set up relational tables, create multi-table forms, reports and queries, automate with macros, and work with startup options.

Note: This course requires a textbook.

CMS185 | **14 hours** | **$199** ($119 tuition + $80 fees)

INSTRUCTOR: **Dagmar Kolarik**

5786   MW 5:30pm – 9pm   10/31–11/9   E109

Introduction to Microsoft Outlook 2010

Are you overwhelmed by emails, meetings, and to-do lists? Harness the power of Microsoft Outlook 2010, and you will instantly enhance your efficiency and productivity. In this course, you will learn your way around the new ribbon-based interface and get up and running quickly. Then you will focus on the core skills you really need in order to work smarter and faster. First, you will learn how to manage the flood of emails you receive, creating folders and archives so you can always find what you need. Then you will discover how to keep track of your contacts and how to use Outlook's Calendar and Alert features. You will also find out how to customize Outlook so it perfectly meets your needs, and you will discover how to automate your work with rules. As a bonus, you will get insider tips that will make you the Outlook guru in your office. For example, did you know that you can create, send, and receive email messages without ever touching the mouse? You will find out how, and learn lots of other tricks for getting the most out of Outlook's versatile tools. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson. In just a few weeks, you will be a skilled and confident user of this time-saving tool - and you will never have to worry about missing a meeting, losing an email, or forgetting an important task again!

ONL160 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5741   Online   9/14–10/21

5742   Online   10/12–11/18

5743   Online   11/9–12/16

Introduction to Microsoft Outlook 2013

Want to learn Microsoft Outlook 2013 quickly? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you will see what's new in Outlook 2013 and get up and running with the most important aspects of the program, starting with mastering the new Windows 8 style look and feel. From there, you will quickly learn how to manage your email, calendar, and contacts, and how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps. The goal of this course is to teach you what you really need to know to be productive with Outlook 2013. That means you won't waste your time on low-value aspects of Outlook. Instead, you will focus on the important things like sending, receiving, and managing your mail, and using tools such as the calendar, tasks, and to-dos so you can manage your schedule and get your work done. You will also learn about the redesigned Contacts section of Outlook (now called People). You will discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. The course also shares secrets about how to get the most from Outlook. Introduction to Outlook 2013 dedicates an entire lesson to the instructor's favorite Outlook tips and tricks. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

ONL164 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5747   Online   9/14–10/21

5748   Online   10/12–11/18

5749   Online   11/9–12/16

Introduction to Microsoft Excel 2010

Do you work with numbers? Then you need to master Microsoft Excel 2010 - and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This is not a tutorial, but an in-depth class where you will get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you will be using this vital Office 2010 tool like a pro.

ONL172 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5756   Online   9/14–10/21

5757   Online   10/12–11/18

5758   Online   11/9–12/16

Online Course
SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See page 68.

Intermediate Microsoft Excel 2010

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you will learn how to create informative, eye-catching charts and harness the power of Excel's data analysis and filtering tools. In addition, you will find out how easy it is to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. And you will set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

ONL173 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5759	Online	9/14–10/21
5760	Online	10/12–11/18
5761	Online	11/9–12/16

Advanced Microsoft Excel 2010

Any proficient Microsoft Excel user will agree that this program is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel features? In this practical and information-packed course, you will see how to maximize this program's functions and capabilities. You will see how to work with analytical tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform data analyses. You will discover advanced techniques for PivotTables, such as creating calculated fields and calculated items. Become adept at consolidating and importing external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel 2010 table tools take the complexity out of table creation and management. As you become proficient at nesting functions within other functions, you will be able to accomplish just about anything Microsoft Excel has to offer!

ONL174 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5762	Online	9/14–10/21
5763	Online	10/12–11/18
5764	Online	11/9–12/16

Introduction to Microsoft Excel 2013

Do you work with numbers? Then you need to master Microsoft Excel 2013 - and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013. This is not a tutorial, but an in-depth class where you will get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you will be using this vital Office 2013 application like a pro.

ONL175 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5765	Online	9/14–10/21
5766	Online	10/12–11/18
5767	Online	11/9–12/16

PROGRAMMING AND WEB DEVELOPMENT

NEW! **CERTIFICATE IN WEB DEVELOPMENT**

This intensive foundational program in the design and development of mobile optimized websites is designed for those with little or no prior training or experience. The selected course work provides a broad based learning experience. Participants will gain hands on application in a variety of the most popular web programming languages. Each module contains a project that will be used to build up a student's portfolio. At the end of the programs participants are able to design websites, write complete, functional computer programs accessing a SQL database.

NEW! **Web Design and Development**

Web Design and Development introduces you to core concepts of information technology fundamentals and ethics, proceeds with foundational concepts and approach to mobile optimized (responsive) web design, and finishes with hands on application as you learn how to program in Java, the most popular programming language for corporate and government software applications. You will also prepare for the Java SE8 certification exam. The first in a two-course certificate program, these courses are designed for individuals with little or no prior training or experience in web development. From here you will move on and broaden your programming skills and complete the certificate with Coding for the Web, where you will learn PHP & MySQL, C# & .NET and Python. Both certificate courses must be taken consecutively.

Note: Textbooks are included in course price. Exam voucher is not included in course price.

PRG138 │ **72 hours** │ **$1,405** ($1,000 tuition + $405 fees)

INSTRUCTOR: **CE Instructor**

| 5658 | T – Th 6pm – 9pm | 9/6–11/3* | E108 |

No class 10/4, 10/5, and 10/6.

NEW! Coding for the Web

The second of the two course Certificate expands your exposure to and experience with web programming. You will learn how to program in three additional languages that provide broad exposure applicable to the vast majority of platforms and systems in use today. Included are: PHP & MySQL, open source programming used in non-Microsoft systems; C# & .NET, Microsoft's alternative to Java and second most popular programming language for corporate and government software applications; and Python a powerful language that has risen to prominence and can be used for any programming task. At the end of the certificate program, you will be able to design and develop websites optimized for mobile devices and write complete, functioning applications in the most popular and widely used programming languages. Additionally, you walk away with a code portfolio which demonstrates proficiency gained throughout the certificate program. Prerequisite: Web Design and Development (PRG138).

Note: Textbooks are included in course price.

PRG139 | **72 hours** | **$1,294** ($999 tuition + $295 fees)

INSTRUCTOR: **CE Instructor**

5659 T – Th 6pm – 9pm 11/8–1/19* E108
No class 11/23, 11/24, 12/20, 12/21, 12/22, 12/27, 12/28, 12/29, 01/3/2017.

NEW! Website in a Day with Wix

No coding required website builder Wix helps you create stunning, functional websites within a matter of hours. This is accomplished utilizing a simple, intuitive drag-and-drop interface. Additionally, Wix is very secure and does not require updating, patching, or modifying of any software. Wix offers an easy-to-use interface allowing those without coding experience to create personal and professional websites with blogs, galleries, slideshows, online stores, contact forms and more. You will learn how to set up a free trial account with Wix, choose from over 500 professional website templates, add pages, a blog page, photos, and photo galleries. You will also create a contact form, connect social media, and learn how to publish your site. With Wix's built in support infrastructure you will have the confidence to tackle your next project on your own.

Note: Wix offers a free basic account which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

INT153 | **6.5 hours** | **$199 fee**

INSTRUCTOR: **Jeannine Morber**

5449 S 9am – 4pm 9/10 E108

NEW! Website in a Day with Weebly

Create an affordable, functional website without having to write code using Weebly's user-friendly drag-and-drop website builder. With Weebly you will create multiple page mobile-ready websites, blogs, galleries, and ecommerce sites. Weebly also offers built in hosting and maintenance so their is no need to update software. You will learn how to set up a free trial account with Weebly, choose from Weebly's mobile responsive website templates, create pages or select from one of over 40 preset page layouts, add a blog page, photos, and photo galleries. When you change templates in Weebly all of your existing content transfers over. You will also create a contact form, connect social media, and learn how to publish your site. You will be amazed at how easy it is to create a website in a day. Weebly's flexibility allows you to customize your layouts and template designs making your site truly your own.

Note: Weebly offers a free basic account which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

INT152 | **6.5 hours** | **$199 fee**

INSTRUCTOR: **Jeannine Morber**

5448 S 9am – 4pm 9/17 C211B

NEW! Website in a Day with Squarespace

Want to create a beautiful, functional website without having to write a line of code? Squarespace website builder provides the tools which enable you to create multiple page mobile-ready responsive websites, blogs, galleries, and ecommerce sites. This is accomplished utilizing a simple drag-and-drop interface. Additionally, Squarespace is very secure and does not require updating, patching, or modifying of any software. Squarespace takes care of all of that for you! You will learn how to set up a free trial account with Squarespace, choose a beautiful designer website template, add pages, a blog page, photos, and photo galleries. You will also create a contact form, connect social media, and learn how to publish your site. Squarespace has a style editor that helps you do all the custom styling without touching codes, from changing of background images all the way down to customizing thumbnail details. Attendees will walk away having created a website in a day, empowered to take the next steps on your own.

Note: Squarespace offers a free 14-day trial which will be used in class. Requirements: Computer, web browser, and mouse proficiency.

INT151 | **6.5 hours** | **$199 fee**

INSTRUCTOR: **Jeannine Morber**

5446 S 9am – 4pm 9/24 E108

WordPress, Level I

This introductory hands-on course will focus on what WordPress is, what it can do, and how to use it for a blog, a website, or both. Students will work on WordPress site provided for them for use during the class. This class is perfect for staff responsible for a company WordPress website or blog. Prerequisite: Computer and web browser proficiency.

INT171 | **4.5 hours** | **$149 fee**

INSTRUCTOR: **Jeannine Morber**

5450 S 9am – 2pm 10/1 E108

WordPress, Level II

Learn to add more functionality to their WordPress website and blog by installing and configuring WordPress plugins. Students will also learn to change the look of the website by installing and configuring a new theme. This is a hands-on workshop where students will work on WordPress sites provided for them to use during class. Prerequisite: WordPress Level One or permission of the instructor.

INT172 | **6.5 hours** | **$199 fee**

INSTRUCTOR: **Jeannine Morber**

5451 S 9am – 4pm 10/8 E108

WordPress, Level III

Explore more advanced plugins and features of WordPress such as search engine optimization, website backup, spam filters, and login in tracking and security plugins. This is a hands-on workshop where students will work on WordPress sites provided for them to use during class. Prerequisite: WordPress Level Two or permission of the instructor.

INT173 | **6.5 hours** | **$199 fee**

INSTRUCTOR: **Jeannine Morber**

5452 S 9am – 4pm 10/15 E108

Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, you will enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. 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! Participants will use the latest release of Java, from Oracle, the company that maintains and supports the language. You will also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and you will be given the proper instructions to download them. By the time we're done, you will be comfortable with Java programming and ready for more! Course revised November 2013

ONL184 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5780	Online	9/14–10/21
5781	Online	10/12–11/18
5782	Online	11/9–12/16

Intermediate Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. Over the six weeks of this course, you will build several complete applications that combine these concepts. You will also use the knowledge you gain to solve programming problems included with the lessons—problems designed to help you master all the principles you learn.

ONL188 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5962	Online	9/14–10/21
5963	Online	10/12–11/18
5964	Online	11/9–12/16

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. In this course, you will learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. Learn about the traditional database structure, the structure and history of the relational database, and what structured query language (SQL) is and how it relates to the relational-database structure. Discover how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data. You will learn how to reformat retrieved data with calculated fields and how to merge columns and create alternate names for columns. You will also learn how to gather significant statistics from data using aggregate functions, and you will see how to extract data from multiple tables simultaneously using joins and subqueries.

This course will also cover how to use SQL to create and maintain tables, and learn how to create and use views to simplify complex queries, summarize data, and manipulate data stored in tables. Discover how transaction processing, constraints, and indexes are implemented in SQL. And finally, discover how stored procedures, triggers, and cursors are implemented. By the end of this course, you will have a solid working knowledge of structured query language. You will feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database.

ONL140 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5715	Online	9/14–10/21
5716	Online	10/12–11/18
5717	Online	11/9–12/16

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. Explore how to write and implement complex queries on multiple tables simultaneously and how to apply advanced filtering techniques. Create union queries that combine records from multiple queries, and discover how to use union queries to exclude or include duplicate records. In addition, you will find out how to use text strings within union queries. You will master advanced techniques for updating various types of data stored in your tables, and learn how to update a single field, multiple fields, multiple records, date fields, and calculated fields. Learn how to update and set NULL values using an update statement.

In addition, you will use advanced insertion techniques to add data to your tables and learn how to create, query, and modify temporary tables. You will also see how to implement techniques to handle duplicate values stored in a table and how to limit the results of a result set. And finally, discover how to use string functions to perform complicated searches on strings, implement date and time functions to insert and extract portions of a date, and create queries that accept input from users. By the end of this course, you will be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

ONL157 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5731	Online	9/14–10/21
5732	Online	10/12–11/18
5733	Online	11/9–12/16

Introduction to C# Programming

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

ONL183 | 24 hours | $149 fee

INSTRUCTOR: **CE Instructor**

5777	Online	9/14–10/21
5778	Online	10/12–11/18
5779	Online	11/9–12/16

Intermediate C# Programming

Build upon your current knowledge of programming logic by writing Graphical User Interface (GUI) applications in the C# programming language. This course will show you how to write professional looking applications with many of the common GUI controls, such as buttons, labels, text boxes, check boxes, and radio buttons. You will also learn how to put menus and toolbars into your program to make them easier to use. And later in the course, you will find out how to make your program interact with sequential files, random access files, and databases. This six-week course walks you through computer application design and implementation by giving you real examples that you can enter as you learn. Since practicing is the best way to learn programming, most lessons have more than one example, and each provides a programming problem you can solve to demonstrate your new knowledge. Course revised January 2013

ONL187 | 24 hours | $149 fee

INSTRUCTOR: **CE Instructor**

5959	Online	9/14–10/21
5960	Online	10/12–11/18
5961	Online	11/9–12/16

Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you will plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You will also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

ONL101 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5712	Online	9/14–10/21
5713	Online	10/12–11/18
5714	Online	11/9–12/16

Advanced Web Pages

Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. In these lessons, you will learn to write HTML code for page content and CSS code for page styling. You will master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. With the help of step-by-step instructions, you will build interactive websites that collect information from visitors through email signup and feedback forms. In addition, you will learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment from a desktop computer to a mobile device. Along the way, you will explore aesthetics, color scheming, and accessible Web page design. And don't worry if you have only the most basic exposure to Web design! This course walks you all the way through to purchasing and uploading your site to a remote server. You won't need any special software, either - just the text editor that comes installed with your computer. Whether you're a beginner or an experienced Web designer wanting to update and enhance your skills, this course is perfect for you. In just a few weeks, you will be designing state-of-the-art websites that offer all the sophisticated elements that today's Web users expect to see.

ONL141 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5718	Online	9/14–10/21
5719	Online	10/12–11/18
5720	Online	11/9–12/16

Write Effective Web Content

Is your Web content as effective as it could be? In this course, you will gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. You will learn how to develop a website writing style that speaks to your readers' needs and ensures that your content is clear and easy-to-understand. Explore ways your Web copywriting can convey the right "feel" through your content, how to get conversations going with your visitors, and how to organize your content to produce better search engine rankings and happier readers. But today's Web is about a lot more than words. You will also explore all kinds of multimedia from images to infographics to slideshows to screencasts, as well as ways to encourage interaction with your readers, such as polls, surveys, and quizzes. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the Web!

ONL186 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5783	Online	9/14–10/21
5784	Online	10/12–11/18
5785	Online	11/9–12/16

Online Course
SW Eligible for senior tuition waiver.
TW Eligible for disabled & retired tuition waiver.
See page 68.

IT CERTIFICATION PREPARATION

Basic CompTIA A+ Certification Prep

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, 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 upon which you will base the rest of your CompTIA A+ certification studies for the 220-801 and 220-802 exams. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for? Course revised January 2014

ONL350 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5549	Online	9/14–10/21
5550	Online	10/12–11/18
5551	Online	11/9–12/16

Intermediate CompTIA A+ Certification Prep

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off and plunges you head-first into Windows. You learn how to install, organize, maintain, and troubleshoot three different versions of Windows. You will examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course you will get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus you will learn about printers, from the various technologies in use to installing and troubleshooting. This course takes you through the second of three steps you need to become both a highly-competent PC tech and a CompTIA A+ certified technician, using the 801 and 802 competencies. Course revised May 2014

ONL351 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5552	Online	9/14–10/21
5553	Online	10/12–11/18
5554	Online	11/9–12/16

Advanced CompTIA A+ Certification Prep

The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You will learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. You will learn about security, security, security. Plus you will get excellent insight into adding mobile devices such as tablets and smartphones to your computing environment. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 801/802 exams and for real life as a PC tech. Let's get to it! Course revised October 2014

ONL352 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5555	Online	9/14–10/21
5556	Online	10/12–11/18
5557	Online	11/9–12/16

CompTIA® Network+ Certification Prep

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You will learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. Course revised July 2013

ONL358 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5558	Online	9/14–10/21
5559	Online	10/12–11/18
5560	Online	11/9–12/16

CompTIA® Security+ Certification Prep 1

The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand. Please note that if you received your Comp TIA Security+ certification before 1/1/2011, you will be a lifetime credential holder not subject to credential renewals. However, if you achieve your certification after 1/1/2011, you are subject to a CompTIA Security+ renewal process every three years. Course revised November 2014

ONL360 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5561	Online	9/14–10/21
5562	Online	10/12–11/18
5563	Online	11/9–12/16

CompTIA® Security+ Certification Prep 2

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2018. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam. This course, the second of two courses, reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-401 exam, so you can leave the test center with your Security+ passing score in hand. Please note that you will be subject to a CompTIA Security+ renewal process every three years. Course revised March 2015

ONL361 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

5564	Online	9/14–10/21
5565	Online	10/12–11/18
5566	Online	11/9–12/16

Construction & Building Trades

ELECTRICAL

Fundamentals of Structural Wiring

Covers basic principles and fundamentals of electricity and electrical work. Course will include components of schematics and blueprints, importance and role of the National Electrical Code, and safety. Students will receive hands-on experience with tools of the trade, wiring, and installing components of accessory terminations. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus.

ELC167 | **90 hours** | **$639** ($476 tuition + $163 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5823   TTh 6pm – 9pm   8/23–10/6   Monroe Center/MC117

Residential Electric

This course will advance student knowledge in the National Electric Code (NEC) and its application. Topics covered will include NEC calculations; as well as print reading, circuitry, schematics, materials, and circuit testing. Hands-on applications will be conducted in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 141 or ELC 120 or ELC 167. You must register on campus.

ELC168 | **60 hours** | **$497** ($357 tuition + $140 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5824   TTh 6pm – 8:30pm   10/18–12/8* Monroe Center/MC117
            No class 11/8, 11/24.

Commercial Electric

Continues concepts and skills covered in the first two courses of the electrical building trades program. This course covers wiring methods mainly used in commercial construction. Topics covered to include: conduit (bending, installation), commercial lighting (fluorescent, HID), and transformers. Students will also have an overview of the applicable sections of the National Electrical Code (NEC), including box/conduit fill, and load calculations. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 142 or ELC 121 or ELC 168. You must register on campus.

ELC166 | **60 hours** | **$497** ($357 tuition + $140 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5822   MW 6pm – 8:30pm   8/22–10/10* Monroe Center/MC117
            No class 9/5.

> **Scholarships are available for students in the Building Trades program. For more information, contact the Foundation Office at 301.846.2438.**

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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 142 or ELC 121 or ELC 168. You must register on campus.

ELC169 | **60 hours** | **$497** ($357 tuition + $140 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5825   MW 6pm – 8:30pm   10/19–12/7* Monroe Center/MC117
            No class 11/23.

HVAC

Fundamentals of HVACR

Covers fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Students will receive hands on experience in a lab setting. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus.

HVC121 | **90 hours** | **$639** ($476 tuition + $163 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5435   MW 6pm – 9pm   8/22–10/10* Monroe Center/MC119
            No class 9/5.

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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 109 or HVC 121. You must register on campus.

HVC126 | **60 hours** | **$497** ($357 tuition + $140 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5437   MW 6pm – 8:30pm   10/19–12/7* Monroe Center/MC119
            No class 11/23.

HVAC Installation & Troubleshooting

Teaches students basics of troubleshooting, installation, service and preventative maintenance techniques 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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 110 or HVC 122 or HVC 126. You must register on campus.

HVC128 | **60 hours** | **$497** ($357 tuition + $140 fees)   ⟁ SW

INSTRUCTOR: **CE Instructor**

5439   TTh 6pm – 8:30pm   8/23–10/6   Monroe Center/MC119

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. This course is offered in a Hybrid format where the lecture portion of the course is completed online outside of class meeting times. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 110 or HVC 122 or HVC 126. You must register on campus.

HVC127 | **60 hours** | **$497** ($357 tuition + $140 fees)

INSTRUCTOR: **CE Instructor**
5438   TTh 6pm – 8:30pm   10/18–12/8*   Monroe Center/MC119
   No class 11/8, 11/24.

WELDING

Welding Symbols & Blueprint Reading

Introduces students to interpret various types of prints used in the welding industry. Topics include: print reading, measurements, metallurgy, types of welds and joints, and welding symbols. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus.

WLD165 | **30 hours** | **$284** ($238 tuition + $46 fees)

INSTRUCTOR: **John Hill III**
5692   MW 5pm – 6pm   8/22–12/7*   Monroe Center/MC151
   No class 9/5, 11/23.

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 filler material, types of welds, and the different welding positions. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: EN 51 or ESL 70 or ESL 97. You must register on campus.

WLD160 | **90 hours** | **$748** ($476 tuition + $272 fees)

INSTRUCTOR: **Becky Lorenz**
5689   MW 9am – 4:30pm   8/22–10/10*   Monroe Center/MC118
   No class 9/5.

INSTRUCTOR: **John Hill III**
5690   MW 6pm – 9pm   8/22–12/7*   Monroe Center/MC118
   No class 9/5, 11/23.

Advanced Welding: SMAW

Focuses on Shielded Metal Arc Welding (SMAW). Students will perform a SMAW welding performance qualification test on limited thickness test plates in the 2G and 3G positions on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code, this leads to an in house certification. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 121 or WLD 160. You must register on campus.

WLD161 | **90 hours** | **$748** ($476 tuition + $272 fees)

INSTRUCTOR: **Becky Lorenz**
5691   MW 9am – 4:30pm   10/19–12/7   Monroe Center/MC118

Advanced Welding: GTAW

Introduces Gas Tungsten Arc Welding (GTAW) on carbon steel, stainless steel, and aluminum. Topics include welding safety, basic machine maintenance, and welding techniques. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 121 or WLD 160. You must register on campus.

WLD167 | **60 hours** | **$606** ($357 tuition + $249 fees)

INSTRUCTOR: **CE Instructor**
5693   TTh 6pm – 8pm   8/23–12/8*   Monroe Center/MC118
   No class 11/8, 11/24.

Advanced Welding: SMAW 4G

Focuses on Shielded Metal Arc Welding (SMAW) and oxyfuel and plasma cutting on carbon steel. Students will perform SMAW welder performance qualification tests on limited thickness test plates in the 4G position on carbon steel in accordance with American Welding Society D1.1 structural Welding Code, this leads to an in house certification. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details. Prerequisite: BLD 122 or WLD 161. You must register on campus.

WLD168 | **60 hours** | **$606** ($357 tuition + $249 fees)

INSTRUCTOR: **CE Instructor**
5695   TTh 6pm – 8pm   8/23–12/8*   Monroe Center/MC118
   No class 11/8, 11/24.

SAFETY

Forklift Safety

Pick, travel, and place loads with confidence after completing this hands-on class for forklift operators. Walk through procedures for forklift inspection, maintaining lift stability and tip-over prevention, loading and unloading trailers, and identifying forklift types and operations. Classroom and practical training meet the requirements of OSHA 1910.178(l).

TRD211 | **8 hours** | **$178** ($68 tuition + $110 fees)

INSTRUCTOR: **CE Instructor**
5680   S 9am – 5:30pm   10/8   TBA

OSHA 10-Hour Construction Safety and Health Outreach Program

The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students who successfully complete this course will receive OSHA 10 cards.

TRD205 | **14 hours** | **$91** ($65 tuition + $26 fees)

INSTRUCTOR: **Charles LoSchiavo**
5679   MT 9am – 4pm   12/12–12/13 Monroe Center/MC155

INDUSTRY TEST PREP

Electricity: Journeyman/Master Exam Prep

Prepares students for the master's license exam. Reviews the NEC, calculations, and other critical components to prepare for the exam. Emphasis is on calculations. Students must bring a 2014 National Electrical code book.

TRD157 | **30 hours** | **$249** ($229 tuition + $20 fees)   ◫ SW

INSTRUCTOR: **CE Instructor**

5678   Th 6pm – 9pm   9/29–12/8*   Monroe Center/MC151
        No class 11/24.

National Electric Code - NEC - Update-10 Hour

This course covers the updates to the National Electric Code (NEC). The NEC is updated every 3 years. Learn about the important changes that have happened to the NEC, and how perform new calculations. An overview of NEC navigation and application will assist you in staying compliant. There will also be time to cover NEC related questions.

TRD265 | **10 hours** | **$175** ($149 tuition + $26 fees)   ◫ SW

INSTRUCTOR: **Charles LoSchiavo**

5682   ThF 11:30am – 4:30pm   12/15–12/16   Monroe Center/MC155

Commercial Driver s License - CDL - Class B Training

In this class, students develop the skills to drive a dump truck, commercial delivery truck, or other two-axle vehicle weighing over 26,000 pounds. Class topics include defensive driving, road safety, pre-trip inspections, and vehicle control and maneuvering. Successful completers will have one opportunity to take the licensing exam as part of the class.

Note: This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with air brake endorsement. Please contact Adrienne Summers 240.629.7987 for further instructions.

TRK155 | **65 hours** | **$1,868** ($358 tuition + $1,510 fees)   ◫ SW

INSTRUCTOR: **CE Instructor**

5683   S 8am – 4pm   9/17–10/29   Hagerstown Community
                                              College

EPA 608/CFC Certification

The EPA 608 certification is required for all technicians working with CFCs. This course will prepare you to take the exam. Core, Type 1, 2, & 3 will all be reviewed. At the end of the class, each student will have the opportunity to take the EPA 608 exam. Students will need to pass Core and one or more of the three Types to receive certification. Students passing all four sections will receive Universal certification.

TRD260 | **8.5 hours** | **$169** ($109 tuition + $60 fees)   ◫ SW

INSTRUCTOR: **Charles LoSchiavo**

5681   W 9am – 5:30pm   12/14   Monroe Center/MC155

MD Stationary Engineer Exam Prep I

This course is designed to assist the individual in gaining necessary tools to successfully pass the Maryland grade 5 & 4 Stationary Engineer licensing exams. This course will provide an introduction for individuals interested in this field. Course topics include basic electricity, boiler types and equipment, steam system accessories, burners and fuel train, inspection and maintenance, water treatment, emergency operations, auxiliary equipment, combustion and boiler controls, LOTO and basic arithmetic operations.

TRD191 | **39 hours** | **$299** ($269 tuition + $30 fees)   ◫ SW

INSTRUCTOR: **CE Instructor**

5958   TTh 6pm – 9pm   10/4–11/15   TBA

PROFESSIONAL DEVELOPMENT

Intro to AutoCAD I

Introduces the in-depth study of the fundamentals of AutoCAD. This is an intensive hands-on course covering the basic commands used to create 2-D production drawings. Students learn how to create and modify geometrical designs, plot from Paper Space, and use layers to organize and separate information. Also offered for credit as CAD101.

Note: Prerequisite: EN51 or ESL97 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne at 240.629.7987.

DRF104 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   ◫ SW

INSTRUCTOR: **CE Instructor**

5804   M 5pm – 7:35pm   8/22–12/5*   B114
        No class 9/5.

5803   Th 5pm – 7:35pm   10/20–12/8*   B114
        No class 11/24.

Intro to AutoCAD II

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three dimensional drawings. Additionally, students will be introduced to other CAD systems such as Autodesk, Architecture, Revit, Civil 3D and Microstation. Also offered for credit as CAD102.

Note: Prerequisite: CAD101 or DRF104. Prerequisite: EN51 or ESL97 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. A textbook is required for this class. One or more sections of this class may require online coursework outside of class meeting times. For more information, contact Adrienne at 240.629.7987.

DRF106 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   ◫ SW

INSTRUCTOR: **CE Instructor**

5805   T 5pm – 7:35pm   8/23–12/6   B114

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Introduction to Revit

Introduction to Autodesk Revit software, a Building Information Modeling (BIM) program, and its' application as a design/drawing tool throughout the design process. Allows students to design structural components in 3D, annotate with 2D drafting elements and access building information from the building models database. Prerequisite EN51 or ESL97. Also offered for credit as CAD130. See credit schedule for more information.

Note: Prerequisite: EN51 or ESL97 or ESL70. This course is not available for online registration. Registrations will be accepted at the CEWD Registration Office located in the Conference Center, Building E, Room E-113. One or more sections of this class may be scheduled may require online coursework outside of class meeting times. For more information, contact Adrienne at 240.629.7987.

DRF124 | **18.08 hours** | **$426** ($357 tuition + $69 fees) 📺 SW

INSTRUCTOR: **CE Instructor**
5806   Th 5pm – 7:35pm   8/25–10/6   E107
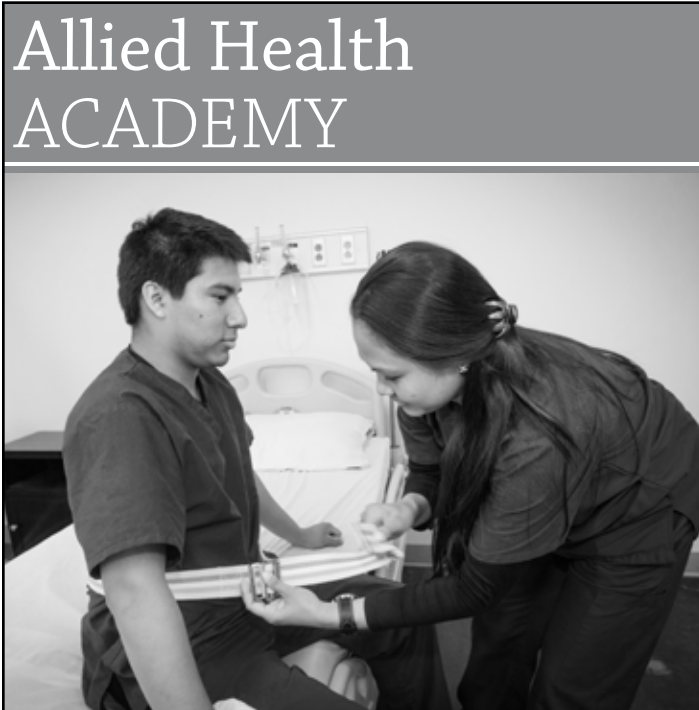
Allied Health ACADEMY

Get Training in an Allied Health Field!

• Certified Nursing Assistant   • Phlebotomy

• Dental Assistant   • Sterile Processing Technician

If you are a single parent, unemployed or underemployed, AHA might be right for you. The Allied Health Academy (AHA) provides consideration for financial assistance toward tuition, books, child care, and transportation; support from a case manager, and tutoring (as available).

Contact us today!
FCC Office of Adult Services • 301.846.2483 • frederick.edu

Financial support provided by the Randall Charitable Trust, Women's Giving Circle, and South Mountain Group Inc. for the Leiby/Cavalier Scholarship.

Healthcare Careers

STERILE PROCESSING

NEW! **Sterile Processing Technician Training: Fundamentals**

This continuing education course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students receive a Certificate of Completion and are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Material Management (IAHCSMM).

The course will cover the following topics: anatomy and physiology, microbiology, instrumentation (identification of and handling of), safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. This course has both a lecture and interactive lab component in the classroom where students will receive hands-on experience with instruments and wrapping techniques. **Students must register for Sterile Processing Technician Training: Externships 1-4 when registering for the Fundamentals course to fulfill IAHCSMM certification requirements and obtain on-the-job training.** Students working in a hospital or sterile processing position may be evaluated for an externship waiver. Contact the program manager, 240.629.7904.

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904.

Prerequisites & other requirements:

• Prerequisites: Placement into EN52 or ESL72 (Students will need to take placement tests in the college's Testing Center) Provide proof of being 18 years of age or older at time of registration.
• Other program requirements PRIOR to Externship: Provide evidence of a negative TB test or chest X-ray. Undergo a physical examination and provide proof of up-to-date immunizations. Current American Heart Association Healthcare Provider or Basic Life Support CPR card or SAF 157–CPR Basic Life Support (Formerly Healthcare Provider). Undergo a background investigation. Drug-testing may be required. Fees for background check are included in course fees. Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Sterile Processing Fundamentals (CAH320) course. **Payment plan available. See next page for schedule and pricing.**

🖱 **Online Course**
SW **Eligible for senior tuition waiver.**
📺 **Eligible for disabled & retired tuition waiver.**
See page 68.

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

NEW! Sterile Processing Technician Training: Externship 1-4

This series is a continuation of training for students completing the Sterile Processing Technician Training Fundamentals course and required for Registered Central Service Technician (CRCST) certification issued by the International Association of Healthcare Central Service Material Management (IAHCSMM). These externships offers students direct experience in the field to prepare for employment and/or fulfillment of the 400 hour field experience required for those seeking full CRCST certification. Students gain first-hand experience in many of the following areas: general cleaning, wrapping and packaging, instrument and procedure tray assembly, sterilization, sterile storage, patient care equipment, care carts, linen folding and distribution. Externship locations vary through the greater Baltimore/DC/Frederick region. Upon completion of training, students receive a Certificate of Completion and can submit logged hours and experience directly to IAHSCMM for Certified Registered Central Service Technician (CRCST) certification consideration.

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904.

Prerequisites & other requirements:

- Prerequisites: Enrolled in or completion of Sterile Processing Technician Training Fundamentals course (CAH320). Provide proof of being 18 years of age or older at time of registration.

- Corequisites: Enrollment in CAH321, CAH322, CAH323, CAH324

- Other program requirements PRIOR to Externship: Provide evidence of a negative TB test or chest X-ray. Undergo a physical examination and provide proof of up-to-date immunizations. Current American Heart Association Basic Life Support CPR card or SAF 157–CPR Basic Life Support (Formally Healthcare Provider). Undergo a background investigation. Drug-testing may be required. Fees for background check are included in course fees. Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Sterile Processing Fundamentals (CAH320) course.

Payment plan available
Call 301.624.2888 or email CErequest@frederick.edu for more information.

CAH320 | **60 hours** | **$801** ($349 tuition + $452 fees) 🔳 🔳

INSTRUCTOR: **CE Instructor**
5400   M 5:15pm – 9:30pm   8/29-12/12*   Monroe Center/MC133
       No class 9/5.

CAH321 | **100 hours** | **$129** ($30 tuition + $99 fees) 🔳 🔳

INSTRUCTOR: **CE Instructor**
5401   M – F   hours vary daytime/evening   1/3–6/30

CAH322 | **100 hours** | **$129** ($30 tuition + $99 fees) 🔳 🔳

INSTRUCTOR: **CE Instructor**
5402   M – F   hours vary daytime/evening   1/3–6/30

CAH323 | **100 hours** | **$129** ($30 tuition + $99 fees) 🔳 🔳

INSTRUCTOR: **CE Instructor**
5403   M – F   hours vary daytime/evening   1/3–6/30

CAH324 | **100 hours** | **$129** ($30 tuition + $99 fees) 🔳 🔳

INSTRUCTOR: **CE Instructor**
5404   M – F   hours vary daytime/evening   1/3–6/30
       No class 1/16/17, 3/29-3/31/17, 5/29/17.

Total Hours: 460
Total Program Costs: $1,317 (tuition and fees). Textbook included in fees.

CERTIFIED NURSING ASSISTANT (CNA/GNA)

Become an integral part of a healthcare team in one of the fastest growing healthcare fields. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control, and safety issues.

Combined with a clinical experience, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. Application fees, GNA testing, background checks and materials are included. Textbooks are not included.

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

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904.

Prerequisites & other requirements:

- Placement into EN52 or ESL72 (Students will need to take placement tests in the college's Testing Center)

- Provide proof of being 18 years of age or older at time of registration.

- CAH144 – Introduction to Healthcare Careers

- CAH143 – Introduction to Allied Health Skills.

Other program requirements PRIOR to Clinical:
- Provide evidence of a negative TB test or chest X-ray.

- Undergo a physical examination and provide proof of up-to-date immunizations.

- Current American Heart Association Healthcare Provider or Basic Life Support CPR card or register for SAF 157: CPR Basic Life Support (formerly Healthcare Provider).

- Undergo a background investigation and fingerprinting. Fees for background check and fingerprinting are included in course fees.

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

Payment plan available
Take advantage of FCC's payment plan by registering for CAH144, CAH143, CAH132, CAH133, and CAH114 simultaneously. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25.00. Ask about the payment plan at the time of registration.

Textbooks
Textbooks available at www.frederick.edu/student_services/bookstore.aspx

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Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

CNA/GNA BOOTCAMP OPTION

CAH144	24 hours	$299 ($150 tuition + $149 fees)	TU	SW
5382	M-Th	9 am–4 pm	8/22–8/25	Monroe Center/MC120

CAH143	24 hours	$399 ($175 tuition + $224 fees)	TU	SW
5383	M-Th	9 am–4 pm	8/29–9/1	Monroe Center/MC120

CAH132	60 hours	$854 ($300 tuition + $554 fees)	TU	SW
5384	M-Th	9 am–4 pm	9/6–9/21	Monroe Center/MC120

CAH133	60 hours	$690 ($300 tuition + $390 fees)	TU	SW
5385	M-Th	9 am – 4 pm	9/22–10/10	Monroe Center/MC120

CAH114	45 hours	$648 ($300 tuition + $348 fees)	TU	SW
5386	M-F	9 am – 2 pm	10/12–10/27	Glade Valley

CNA/GNA EVENING OPTION

CAH144	24 hours	$299 ($150 tuition + $149 fees)	TU	SW
5387	MTTh	5:30–9:30 pm	8/22–9/1	Monroe Center/MC120

CAH143	24 hours	$399 ($175 tuition + $224 fees)	TU	SW
5388	MTTh	5:30–9:30 pm	9/6–9/19	Monroe Center/MC120

CAH132	60 hours	$854 ($300 tuition + $554 fees)	TU	SW
5389	MTTh	4:30–9:30 pm	9/22–10/20	Monroe Center/MC120

CAH133	60 hours	$690 ($300 tuition + $390 fees)	TU	SW
5390	MTTh	4:30 – 9:30 pm	10/24–11/17	Monroe Center/MC120

CAH114	45 hours	$648 ($300 tuition + $348 fees)	TU	SW
5391	M-F	4–9 pm	11/21–12/8*	Glade Valley

*No class 11/24, 11/25.

CNA/GNA DAY OPTION

CAH144	24 hours	$299 ($150 tuition + $149 fees)	TU	SW
5395	M-Th	9 am–1 pm	10/10–10/18	Monroe Center/MC120

CAH143	24 hours	$399 ($175 tuition + $224 fees)	TU	SW
5396	M-Th	9 am–1 pm	10/19–10/27	Monroe Center/MC120

CAH132	60 hours	$854 ($300 tuition + $554 fees)	TU	SW
5397	M-Th	9 am–2:30 pm	10/31–11/17	Monroe Center/MC120

CAH133	60 hours	$690 ($300 tuition + $390 fees)	TU	SW
5398	M-Th	9 am – 2:30 pm	11/21–12/12*	Monroe Center/MC120

*No class 11/24.

CAH114	45 hours	$648 ($300 tuition + $348 fees)	TU	SW
5399	M-F	9 am – 2 pm	1/2–1/17	Glade Valley

SUMMARY OF COURSES & COSTS

Intro to Healthcare Careers

CAH144 | 24 hours | $299 ($150 tuition + $149 fees) TU SW

Gain the knowledge and skills needed to perform effectively in a learning environment and work productively in a healthcare setting. You will learn basic competencies of anatomy and physiology, HIPPA, workplace professionalism, communication and customer service, diversity, cultural competencies, task prioritization, and documentation specific to the healthcare environment. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

Intro to Allied Health Skills

CAH143 | 24 hours | $399 ($175 tuition + $224 fees) TU SW

This course is designed to introduce you to the basic patient skills required as a healthcare professional. Continue your understanding of anatomy and physiology, the techniques of determining vital signs, blood pressure, respiration, pulse, and patient communications. These skills enable you to function more effectively as a professional in a healthcare setting. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

Certified Nursing Assistant, Part 1

CAH132 | 60 hours | $854 ($300 tuition + $554 fees) TU SW

Learn basic patient care skills, the role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with the clinical sessions, this course meets all requirements to be eligible for CNA certification in the state of Maryland and prepares students for the Geriatric Nursing Assistant (GNA) test which is included in course costs. All tests must be completed and passed prior to starting the clinical sessions.

Certified Nursing Assistant, Part II

CAH133 | 60 hours | $690 ($300 tuition + $390 fees) TU SW

Part 2 is a continuation of Part 1.

Certified Nursing Assistant —Clinicals

CAH114 | 45 hours | $648 ($300 tuition + $348 fees) TU SW

Participate in supervised clinical rotations with experienced, certified nursing faculty in local healthcare facilities. Students interact with residents, performing all the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

Total Hours: 213
Total Program Cost: $2,890 + texts

Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships.
See page 37 for a list of class dates.

PHLEBOTOMY TECHNICIAN

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

The program requires study time outside of class and includes tests, both written and practical (hands-on) skills, which must be passed prior to starting the clinical sessions. Background checks and materials are included. Textbooks are NOT included.

Registration Information: This course is not available for online registration. Registrations will be accepted in person at the CE registration center located in the Conference Center (E building) on FCC's main campus. For more information on this program contact FCC at 240.629.7904.

Prerequisites & other requirements:
- Placement into EN52 or ESL72 (Students will need to take placement tests in the college's Testing Center)
- Provide proof of being 18 years of age or older at time of registration.
- CAH144 Introduction to Healthcare Careers
- CAH143 Introduction to Allied Health Skills

This course requires verification of completion of prerequisite courses or other requirements. Please see course description for more information.

Other program requirements PRIOR to Clinical:
- Provide evidence of a negative TB test or chest X-ray.
- Undergo a physical examination and provide proof of up-to-date immunizations.
- Current American Heart Association Healthcare Provider or Basic Life Support CPR card or register for SAF157: CPR Basic Life Support (formerly Healthcare Provider).
- Undergo a background investigation. Fees for background check and fingerprinting are included in course fees.
- Students will receive paperwork for their physical exam, immunizations, and background check during the beginning of the Phlebotomy course, CAH483.

Payment plan available
Call 301.624.2888 or email CErequest@frederick.edu.

Textbooks
Textbooks available at http://bookstore.frederick.edu/home.aspx

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Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships.

See page 37 for a list of class dates.

Payment Plans Available
Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

SUMMARY OF COURSES & COSTS

Intro to Healthcare Careers

CAH144 | 24 hours | $299 ($150 tuition + $149 fees)

Gain the knowledge and skills needed to perform effectively in a learning environment and work productively in a healthcare setting. You will learn basic competencies of anatomy and physiology, HIPPA, workplace professionalism, communication and customer service, diversity, cultural competencies, task prioritization, and documentation specific to the healthcare environment. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

Intro to Allied Health Skills

CAH143 | 24 hours | $399 ($175 tuition + $224 fees)

This course is designed to introduce you to the basic patient skills required as a healthcare professional. Continue your understanding of anatomy and physiology, the techniques of determining vital signs, blood pressure, respiration, pulse, and patient communications. These skills enable you to function more effectively as a professional in a healthcare setting. Required course for students entering Certified Nursing Assistant Program or Phlebotomy Technician Program.

Phlebotomy Technician Preparation I: Theoretical Applications

CAH483 | 30 hours | $399 ($299 tuition + $100 fees)

In Part I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Students are introduced to anatomy and physiology with special emphasis on the cardiovascular and lymphatic system, applicable medical terminology and an overview of healthcare settings where phlebotomy services are performed. Students learn and apply professional ethics and behavior; interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely as they progress to Part II: Practical Applications. The full program includes classroom and both in-class and on-site clinical practice at local healthcare 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 a national certification with the American Society for Clinical Pathology.

Phlebotomy Technician Preparation II: Practical Applications

CAH484 | 45 hours | $499 ($399 tuition + $100 fees)

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 healthcare facilities to give students hand-on professional experience and prepares students to take a national certification with the American Society for Clinical Pathology. 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.

Phlebotomy Technician Clinical

CAH466 | **100 hours** | **$625** ($425 tuition + $200 fees) 🔲 SW

Participate in 100 hours of supervised clinical rotations with experienced phlebotomists in local healthcare facilities. Students will perform 100 supervised venipunctures. Individual skills and execution will be evaluated daily.

Total Hours: 223
Total Program Cost: $2,221 + texts

PHLEBOTOMY EVENING OPTION

CAH144 | **24 hours** | **$299** ($150 tuition + $149 fees) 🔲 SW

| 5387 | MTTh | 5:30–9:30 pm | 8/22–9/1 | Monroe Center/MC120 |

CAH143 | **24 hours** | **$399** ($175 tuition + $224 fees) 🔲 SW

| 5388 | MTTh | 5:30–9:30 pm | 9/6–9/19 | Monroe Center/MC120 |

CAH483 | **30 hours** | **$399** ($299 tuition + $100 fees) 🔲 SW

| 5392 | MTTh | 6–9 pm | 9/20–10/13 | Monroe Center/MC123 |

CAH484 | **45 hours** | **$499** ($399 tuition + $100 fees) 🔲 SW

| 5393 | MTTh | 6–9 pm | 10/17–11/17 | Monroe Center/MC123 |

CAH466 | **100 hours** | **$625** ($425 tuition + $200 fees) 🔲 SW

| 5394 | M – F 7am – 5pm | 11/21–3/31* | TBA |

No class 11/24, 11/25, 12/19-12/30, 1/16/17, 3/29-3/31/17.

Students must obtain certification in CPR: Basic Life Support (SAF157) prior to attending clinical for CNA/GNA, Phlebotomy or Sterile Processing externships.

See page 37 for a list of class dates.

DENTAL ASSISTING & DENTAL RADIOGRAPHY

Professional Preparation in Healthcare

Learn the essentials of becoming successful as a student and employee in today's healthcare systems. Topics include communication, working well on teams, respecting and valuing differences, and the importance of professionalism. Discuss the availability of healthcare careers in the local region, marketing your skills to potential employers, resumes, application letters and how to prepare for interviews.

Note: This course is the prerequisite to Introduction to Dental Assisting. This course is available for online registration. Registrations will also be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. **Please note: this class will be located at Carroll Community College, Westminster, MD.**

CAH494 | **7.5 hours** | **$85** ($65 tuition + $20 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

| 5415 | T – Th 9am – 11:45am | 8/23–8/25 | Carroll Community College |
| 5416 | WTh 6pm – 8:45pm | 9/1–9/8 | Carroll Community College |

Introduction to Dental Assisting

Participants will have entry-level dental assisting skills upon successfully completing this course, which is approved by the Maryland State Board of Dental Examiners. Topics include terminology, anatomy, charting and medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization, and OSHA regulations. This hands-on course provides practice on equipment in a dental operatory/lab and practice using dental software. Prerequisite: CAH494 Professional Preparation in Healthcare. Course includes an online component; internet access required.

Note: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. **Please note: this class will be located at Carroll Community College, Westminster, MD.**

CAH495 | **40 hours** | **$745** ($600 tuition + $145 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

| 5417 | Th 5pm – 9:15pm | 9/15–11/17 | Carroll Community College |

Oral Radiography with Clinical

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association. Course includes an online component; internet access required. **Register for this section if you will be completing your clinical requirements at the Maryland State Dental Association.** Clinical session scheduled individually at a date/time mutually convenient to student and instructor. Prerequisite: You must either be working as a dental assistant, be enrolled in CAH495, or have proof of successful completion of a basic dental assisting course.

CAH496 | **39 hours** | **$855** ($585 tuition + $270 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

| 5418 | M 6pm – 9:15pm | 11/28–3/13* | Carroll Community College |

No class 12/19, 12/26, 01/2/2017, 01/16/2017.

Oral Radiography

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

CAH497 | **36 hours** | **$705** ($563 tuition + $142 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

| 5419 | M 6pm – 9:15pm | 11/28–3/13* | Carroll Community College |

No class 12/19, 12/26, 01/2/2017, 01/16/2017.

Total Hours: 86.5
Total Program Costs: $1,685

Payment Plans Available

Take Advantage of FCC's payment plan when you register for a series of required courses in a program. This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $25. Ask about the payment plan when you register at the CE Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

Radiation Safety Update

Renew your certification as a Dental Radiation Technologist. Gain an update on safety and technological advances related to the placement and exposure of dental radiographs. Topics to be covered include fundamental principles of radiography, patient safety, and operator safety. Approved by the Maryland State Board of Dental Examiners, 8 CEUs. **Please note: this class will be located at Carroll Community College, Westminster, MD.**

CAH498 | **9 hours** | **$199** ($135 tuition + $64 fees)

INSTRUCTOR: **CE Instructor**

| 5420 | M 6pm – 9:15pm | 11/28–12/12 | Carroll Community College |

MEDICAL ASSISTANT EXAM PREP

Medical Assistant NCCT Certification Exam Prep and Review

This course is for medical assistants and medical assistant students preparing to take the National Certified Medical Assistant exam. The course provides review, practice and procedures in preparation for the exam using both online and interactive classroom methods. Review topics include medical terminology, patient exam and special populations, pharmacology, infection control, phlebotomy, anatomy and physiology, diagnostic testing, ECGs, bookkeeping, general office, insurance, laws and ethics.

CAH485 | **9 hours** | **$139** ($119 tuition + $20 fees)

INSTRUCTOR: **CE Instructor**

| 5408 | T 6pm – 9pm | 11/1–11/15 | H205 |

MEDICAL BILLING & CODING

Medical Terminology: A Word Association Approach

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

ONL401 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5567	Online	9/14–11/4
5568	Online	10/12–12/2
5569	Online	11/9–12/30

Medical Coding for the Physician's Office - AAPC

Prepare for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-10 and HCPCS to describe and document medical services. Cost includes first year's membership in AAPC, textbooks and certification exam. The certification exam will be scheduled 2 weeks following the last class, on a Saturday. Prerequisite: Medical Terminology.

Note: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904. Payment plan available. **Please note: this class will be located at Carroll Community College, Westminster, MD.**

CAH250 | **34 hours** | **$1,875** ($1,130 tuition + $745 fees)

INSTRUCTOR: **CE Instructor**

| 5414 | MW 5:30pm – 8:45pm | 8/22–11/16* | Carroll Community College |
| | *No class 9/5.* | | |

Medical Billing and Coding: Online

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. This billing and coding program delivers the skills students need to solve insurance billing and coding problems. This course is designed to prepare students to sit for various national certification exams including those from the American Academy of Professional Coders (AAPC) and the American Health Information Association (AHIMA). Prerequisite: Medical Terminology.

Note: This course is not available for online registration. Registrations will be accepted in person at the Conference Center (E building) on FCC's main campus. For more information, contact FCC at 240.629.7904.

CAH244 | **80 hours** | **$1,699** ($300 tuition + $1,399 fees)

INSTRUCTOR: **CE Instructor**

| 5442 | Online | 10/26–3/31 |
| 5443 | Online | 11/30–4/30 |

CPR & FIRST AID

CPR: Basic Life Support

Using the American Heart Association guidelines, this course is designed to teach the skills of CPR for victims of all ages. Includes ventilation with a barrier device, bag-valve mask device, oxygen, use of an automated external defibrillator (AED), and how to relieve foreign body airway obstruction. Intended for participants who work in a healthcare setting and are required to take a Basic Life Support course for their employment. **This course fulfills the CPR requirement for students entering an allied health/healthcare clinical or externship course.** Course completion card is issued for all participants in a Basic Life Support course who successfully complete the written examination and demonstration.

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

INSTRUCTOR: **CE Instructor**

5409	S 8:30am – 3pm	9/10	Monroe Center
5410	F 8:30am – 3pm	9/23	FCC/Main Campus
5411	S 8:30am – 3pm	10/8	Monroe Center
5412	S 8:30am – 3pm	10/29	FCC/Main Campus
5413	S 8:30am – 3pm	11/12	Monroe Center

Heartsaver CPR/First Aid/AED

This Heartsaver, First Aid and AED course includes adult CPR and is designed for the lay person and first responder. The first aid section includes first aid basics, medical emergencies, injury emergencies, and environmental emergencies applicable to all age categories. The CPR section presents basic techniques of Adult CPR, use of barrier devices during rescue breathing, and how to use an automated external defibrillator (AED).

SAF156 | **7 hours** | **$85** ($40 tuition + $45 fees)

INSTRUCTOR: **CE Instructor**

5405	F 8:30am – 4pm	8/26	E125
5406	S 8:30am – 4pm	10/8	Monroe Center/MC151
5407	S 8:30am – 4pm	11/12	Monroe Center/MC151

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.

Hospitality, Culinary, and Tourism Institute

The Hospitality, Culinary, and Tourism Institute (HCTI) offers degree and certificate programs designed to provide students with a strong foundation of knowledge, skills and practical experience to succeed. Courses teach essential technical, business and human relation skills to prepare students for entry level and supervisory positions in the hospitality, culinary and tourism industry.

CULINARY SKILLS

NEW! Culinary Fundamentals

Examines the basic concepts related to the preparation of food and introduces culinary terms. Demonstrates skills in knife usage, equipment identification and handling. Reviews issues related to menu planning, recipe development and cost control. Identifies skills and attributes needed to fill entry level culinary and food service positions. Discusses careers in restaurants and food/beverage operations. Students learn resume writing and job interviewing techniques. This course is co-listed as HOS111 in the credit schedule. Prerequisites: EN 52 or ESL99. It is suggested that this course is taken along with HCT101 Culinary I as listed in the schedule.

HCT100 | **12.5 hours** | **$142** ($119 tuition + $23 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

5992	M 2:30pm – 3:20pm	8/22–12/5*	Monroe Center
	No class 9/5.		
5993	Th 4:30pm – 5:20pm	8/25–12/8*	Monroe Center
	No class 11/24.		

NEW! Culinary I

Introduces the fundamental concepts, skills, and techniques involved in basic food preparation and cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. This course is co-listed as HOS112 in the credit schedule. Students are required to have a proper chef uniform and basic knife kit. Both are available for purchase at the bookstore. Prerequisites: EN52 or ESL72. It is suggested that this course be taken concurrently with HCT100 Culinary Fundamentals and HCT103 Sanitation and Food Safety.

Note: Online registration is not available for this class.

HCT101 | **75 hours** | **$547** ($357 tuition + $190 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

5994	M 9am – 2pm	8/22–12/5*	Monroe Center
	No class 9/5.		
5995	M 4:30pm – 9:30pm	8/22–12/5*	Monroe Center
	No class 9/5.		

NEW! Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and food safety in food service 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." Students will develop a HACCP plan. This course is co-listed as HOS121 in the credit schedule. It is suggested that this course be taken concurrently with HCT101 Culinary I.

HCT103 | **25 hours** | **$284** ($238 tuition + $46 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

5997	W 2:30pm – 4:20pm	8/24–12/7*	Monroe Center
	No class 11/23.		
5998	Th 6pm – 7:40pm	8/25–12/8*	Monroe Center
	No class 11/24.		

HOSPITALITY/TOURISM MANAGEMENT

NEW! 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 the hospitality industry. Examines the forces and issues that are shaping the current and future of the hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing the value chain analysis and defining service as competitive advantage. This course is co-listed as HOS110 in the credit schedule. Prerequisites: (EN 50A or EN61 and EN 52) or (ESL95 and ESL99) or (ESL72 and ESL73).

Note: Online registration is not available for this class. This is a hybrid class that requires completion of coursework using Blackboard outside of class meeting times.

HCT102 | **37.5 hours** | **$426** ($357 tuition + $69 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

5996	T 6pm – 8:35pm	8/23–10/4	Monroe Center

NEW! Catering and 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 a variety of special events, 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. This is a hybrid course that requires out of class work using Blackboard. This course is co-listed with HOS215 in the credit schedule.

Note: Prerequisites for the course include (EN50A or EN61) and EN 52, or (ESL95 and ESL99), or (ESL72 and ESL73). Online registration is not available for this class.

SMB230 | **37.5 hours** | **$426** ($357 tuition + $69 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

5983	Th 6pm – 8:35pm	8/25–10/6	Monroe Center

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

English Language

TARGETED ENGLISH LANGUAGE PROGRAM

Listening & Speaking 1

This intermediate listening and speaking course will expose students to authentic English and build their ability to comprehend the imperfect English they encounter on a regular basis as well as build their communicative skills by introducing the vocabulary and pronunciation features necessary to discuss a variety of topics.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL130 │ **23.75 hours** │ **$159** ($119 tuition + $40 fees) **SW**

INSTRUCTOR: **CE Instructor**

5327	MW 12:30pm – 2:05pm	8/22–10/12*	TBA
	No class 9/5.		
5328	MW 6pm – 7:35pm	8/22–10/12*	TBA
	No class 9/5.		
5329	MW 12:30pm – 2:05pm	10/24–12/14*	TBA
	No class 11/23.		
5330	MW 6pm – 7:35pm	10/24–12/14*	TBA
	No class 11/23.		

Listening & Speaking 2

This advanced listening and speaking course will expose students to authentic English and build their ability to comprehend the imperfect English they encounter on a regular basis as well as build their communicative skills by introducing the vocabulary and pronunciation features necessary to discuss a variety of topics.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL230 │ **23.75 hours** │ **$159** ($119 tuition + $40 fees) **SW**

INSTRUCTOR: **CE Instructor**

5331	MW 12:30pm – 2:05pm	8/22–10/12*	TBA
	No class 9/5.		
5332	MW 6pm – 7:35pm	8/22–10/12*	TBA
	No class 9/5.		
5333	MW 12:30pm – 2:05pm	10/24–12/14*	TBA
	No class 11/23.		
5334	MW 6pm – 7:35pm	10/24–12/14*	TBA
	No class 11/23.		

English Grammar 1

In this pre-academic course, you will work on improving your usage in English. The course will cover the English verb tenses, question forms, modal auxiliaries, and help students apply sentence structure rules. This course will require that you complete assignments and projects regularly for homework.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL330 │ **23.75 hours** │ **$159** ($119 tuition + $40 fees) **SW**

INSTRUCTOR: **CE Instructor**

5335	TTh 12:30pm – 2:05pm	8/23–10/11	TBA
5336	TTh 6pm – 7:35pm	8/23–10/11	TBA
5337	TTh 12:30pm – 2:05pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		
5338	TTh 6pm – 7:35pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		

English Grammar 2

This pre-academic grammar course is designed to be an addition to Grammar 1. Students will transition from studying verb tenses to more challenging grammatical structures. This course will require that students complete assignments and projects regularly for homework.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL350 │ **23.75 hours** │ **$159** ($119 tuition + $40 fees) **SW**

INSTRUCTOR: **CE Instructor**

5339	TTh 12:30pm – 2:05pm	8/23–10/11	TBA
5340	TTh 6pm – 7:35pm	8/23–10/11	TBA
5341	TTh 12:30pm – 2:05pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		
5342	TTh 6pm – 7:35pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		

ENGLISH LANGUAGE

Reading 1

This pre-academic reading course is designed to build students' reading skills and strategies , critical thinking skills, vocabulary, and language. This course will benefit you if you are interested in enrolling in a college credit course in the future, or if you are interested in improving your formal English for your profession. This course will require that you complete homework assignments and projects regularly for homework.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL400 | **23.75 hours** | **$159** ($119 tuition + $40 fees)　　SW

INSTRUCTOR: **CE Instructor**

5343	MW 10:45am – 12:20pm	8/22–10/12*	TBA
	No class 9/5.		
5344	MW 7:45pm – 9:20pm	8/22–10/12*	TBA
	No class 9/5.		
5345	MW 10:45am – 12:20pm	10/24–12/14*	TBA
	No class 11/23.		
5346	MW 7:45pm – 9:20pm	10/24–12/14*	TBA
	No class 11/23.		

Reading 2

This academic reading course is designed to further build students' reading skills and strategies, critical thinking skills, vocabulary, and language. This course exposes students to academic-style texts as well as texts they will find in a variety of media sources. Students will learn and apply new strategies and synthesize what they have read to complete a variety of tasks and projects.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL410 | **23.75 hours** | **$159** ($119 tuition + $40 fees)　　SW

INSTRUCTOR: **CE Instructor**

5347	MW 10:45am – 12:20pm	8/22–10/12*	TBA
	No class 9/5.		
5348	MW 7:45pm – 9:20pm	8/22–10/12*	TBA
	No class 9/5.		
5349	MW 10:45am – 12:20pm	10/24–12/14*	TBA
	No class 11/23.		
5350	MW 7:45pm – 9:20pm	10/24–12/14*	TBA
	No class 11/23.		

Writing 1

In this pre-academic course, you will work on improving your academic writing by developing your understanding of sentence grammar, pre-writing and editing skills, and organization of academic communication. This course will benefit you if you are interested in enrolling in a college credit course in the future, or if you are interested in improving your formal English for your profession. This course will require that you complete homework assignments and projects regularly for homework.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL420 | **23.75 hours** | **$159** ($119 tuition + $40 fees)　　SW

INSTRUCTOR: **CE Instructor**

5351	TTh 10:45am – 12:20pm	8/23–10/11	TBA
5352	TTh 7:45pm – 9:20pm	8/23–10/11	TBA
5353	TTh 10:45am – 12:20pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		
5354	TTh 7:45pm – 9:20pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		

Writing 2

In this academic writing course, students will work on building their academic writing proficiency. Students will work on improving sentence-level grammar accuracy, pre-writing and editing strategies, paragraph writing, and be introduced to three-paragraph essays.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL430 | **23.75 hours** | **$159** ($119 tuition + $40 fees)　　SW

INSTRUCTOR: **CE Instructor**

5355	TTh 10:45am – 12:20pm	8/23–10/11	TBA
5356	TTh 7:45pm – 9:20pm	8/23–10/11	TBA
5357	TTh 10:45am – 12:20pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		
5358	TTh 7:45pm – 9:20pm	10/20–12/15*	TBA
	No class 11/8, 11/24.		

🖱 **Online Course**
SW **Eligible for senior tuition waiver.**
TN **Eligible for disabled & retired tuition waiver.**
See page 68.

Real American English: Idioms Go to the Movies

Do you sometimes feel confused or frustrated when the English you see on TV or in the movies doesn't make sense to you? Do you wonder why people are laughing when you didn't understand that there was a joke? Then this course is perfect for you! This course is designed to help students learn common idioms that consist of phrasal verbs and expressions that can be confusing and frustrating for English language learners. Students will learn and practice real American English by learning useful idioms and expressions that are in a popular American film. Students will improve their English communication skills and watch a great movie too!

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL730 | **23.75 hours** | **$159** ($119 tuition + $40 fees) 〔SW〕

INSTRUCTOR: **CE Instructor**

5361	TTh 9am – 10:35am	8/23–10/11	TBA
5362	MW 9am – 10:35am *No class 9/5.*	8/22–10/12*	TBA
5363	MW 9am – 10:35am *No class 11/23.*	10/24–12/14*	TBA
5364	TTh 9am – 10:35am *No class 11/8, 11/24.*	10/20–12/15*	TBA

American English: Pronunciation Workshop

Are you interested in improving your English pronunciation? Join this Pronunciation Workshop and work on speaking more clearly as well as improving your listening comprehension of English. The workshop will require attendance and participation in a variety of whole-class, pair, and individual activities designed to help you speak more naturally and fluently!

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL500 | **8 hours** | **$69 tuition** 〔SW〕

INSTRUCTOR: **CE Instructor**

5365	S 8:30am – 10:30am	9/10–10/1	TBA
5366	F 9am – 11am	9/9–9/30	TBA
5367	S 8:30am – 10:30am *No class 11/26.*	11/12–12/10*	TBA
5422	M 6:30pm – 8:30pm	10/17–11/7	TBA

American English: Rhythm & Stress Workshop

Do you regularly have to repeat yourself to be understood? Maybe your rhythm is off! In this workshop, students will learn to develop their understanding and usage of rhythm, stress, pitch, and intonation features leading to clearer speech. Students will engage in whole-group, paired, and individualized practice that will help them speak more clearly and improve their listening comprehension of implied meaning.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL501 | **8 hours** | **$69 tuition** 〔SW〕

INSTRUCTOR: **CE Instructor**

5368	S 11am – 1pm	9/10–10/1	TBA
5369	F 9am – 11am *No class 11/25.*	11/18–12/16*	TBA
5370	S 11am – 1pm *No class 11/26.*	11/12–12/10*	TBA

English Verbs: Form and Function Workshop

Do you need more practice with English verb tenses? Students in this workshop will focus on reviewing the most frequently occurring tenses in English and further developing their accuracy in usage and comprehension of the temporal meanings connected to tense. Students in this course will work on reading, writing, listening, and speaking using the targeted verb tenses and begin to compare the different tenses and when to use them. The course is an excellent accompaniment to grammar and writing courses at FCC.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL502 | **8 hours** | **$69 tuition** 〔SW〕

INSTRUCTOR: **CE Instructor**

5371	S 8:30am – 10:30am	10/15–11/5	TBA

Fundamentals of Writing Workshop

Do you have a professional or academic goal that requires you to write in English. Do you need more support in your current ESL, English, GED®, or NEDP class? The Fundamentals of Writing Workshop is the class for you! This class is designed for students who are interested in developing their strategies of self-monitoring and editing in writing. This workshop provides students with the opportunity to work on goal-related and individualized writing projects with coaching and feedback given by the instructor on an ongoing basis. Workshops are appropriate for a broad range of abilities and goals and can be repeated multiple times.

Note: These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL503 | **8 hours** | **$49 tuition** 〔SW〕

INSTRUCTOR: **CE Instructor**

5372	M 6:30pm – 8:30pm	11/21–12/12	TBA
5373	S 11am – 1pm	10/15–11/5	TBA
5374	F 9am – 11am	10/14–11/4	TBA
5423	M 6:30pm – 8:30pm	9/12–10/3	TBA

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) PREP COURSES

TOEFL Prep: Listening

This TOEFL prep course focuses on Section 2: Listening of the TOEFL exam. Participants in this course will develop their strategies in listening comprehension, build academic vocabulary, and improve their ability to determine main ideas, details, function, stance, inferences and overall organization of challenging academic conversations, lectures, and discussions in English for success on the TOEFL exam.

Note: Textbook not included. These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL800 | **16 hours** | **$300 tuition**   SW

INSTRUCTOR: **CE Instructor**

5375	TTh 8:30am – 10:30am	9/6–9/29	TBA
5376	TTh 8:30am – 10:30am	11/15–12/13*	TBA
	No class 11/24.		

TOEFL Prep: Reading

This TOEFL prep course focuses on Section 1: Reading of the TOEFL exam. Participants in this course will develop their strategies in reading comprehension, build academic vocabulary, and improve their ability to apply critical thinking skills to challenging academic texts in English for success on the TOEFL exam.

Note: Textbook not included. These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL801 | **16 hours** | **$300 tuition**   SW

INSTRUCTOR: **CE Instructor**

5377	MW 8:30am – 10:30am	9/7–10/3	TBA
5378	MW 8:30am – 10:30am	11/14–12/12*	TBA
	No class 11/23.		

TOEFL Prep: Speaking

This TOEFL prep course focuses on Section 3: Speaking of the TOEFL exam. Participants in this course will develop their strategies for responding to questions posed on the TOEFL exam. Students will develop their impromptu speaking skills, practice answering questions about reading passages and listening passages, and develop their ability to summarize information and present and support opinions in a timed format.

Note: Textbook not included. These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL802 | **16 hours** | **$300 tuition**   SW

INSTRUCTOR: **CE Instructor**

| 5379 | MW 8:30am – 10:30am | 10/10–11/2 | TBA |

TOEFL Prep: Writing

This TOEFL prep course focuses on Section 4: Writing of the TOEFL exam. Participants in this course will develop their timed writing strategies and skills. Students will practice responding to prompts related to the comparative task for academic reading and listening passages, and prompts related to the personal essay task.

Note: Textbook not included. These courses are not available for on-line registration. All students must come in to A106 to begin the registration process. Call, email, or come in to A106 for information about current schedules, offerings, and registration procedures. 240.629.7962/ESL@frederick.edu

AEL803 | **16 hours** | **$300 tuition**   SW

INSTRUCTOR: **CE Instructor**

| 5380 | TTh 8:30am – 10:30am | 10/11–11/3 | TBA |

Personal Enrichment

ARTS

Introduction to Acting

Do you dream of the adrenaline rush of stepping onto the stage and becoming someone else for a few precious hours? In this class you will learn the basics of acting through both historical and in-depth exercises. You will start with voice, movement, and characterization. Then move onto improvisation, imagination, emotion, memory and other techniques of acting. You will gain confidence by performing in front of small audience. If you have always wanted to become an actor or actress, this class will give you a starting point.

ACR230 | **37.5 hours** | **$426** ($357 tuition + $69 fees)

INSTRUCTOR: **CE Instructor**

5459　MW 11am – 12:15pm　　8/22–12/7*　TBA
　　　No class 9/5, 11/23.

Drawing for the Absolute Beginner

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! You will gain a solid understanding of the many tools of the trade. You will become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principal of perspective, layout, design, lighting, volume, and space. You will even discover how best to get in touch with your right brain. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs. Course revised September 2014

ONL620 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5627	Online	9/14–10/21
5628	Online	10/12–11/18
5629	Online	11/9–12/16

Classic Drawing

Students who desire to achieve a high level of skill and excellence in realism, like that of the Old Masters, will thoroughly enjoy developing their technical skills in this course. Geared towards the beginner, the instructor will work closely with each student to assist in the accurate progression of each drawing. After completing one session, students will be able to center a composition, render the objects reasonably in proportion and prospective, and execute the four elements of shading. While still life will be the subject matter and graphite pencils will be the media, students will learn how to begin and complete one large detailed finished drawing. A supply list will be provided to the students during the first class.

ACR420 | **15 hours** | **$139 tuition**

INSTRUCTOR: **Jennifer Littleton**

5499　W 6:30pm – 9pm　　10/26–12/7*　F118
　　　No class 11/23.

Expressive Drawing and Painting

Explore, create and learn essential drawing and painting techniques in this class taught by Dorothea Barrick. Both beginning and experienced students are welcome. First, you will learn basic drawing techniques that will help you create a beautiful painting. Through a series of small compositional drawings, you will choose which drawing to transfer to the painting surface. Using acrylic paints learn the basic elements and relationships in expressive drawing and painting. Experiment with color placement and textural palette knife application along with basic acrylic techniques. Bring a small drawing pad and painting supplies if you have them. The acrylic painting and supply list will be provided to registered students. Dorothea Barrick is an accomplished, award-winning artist. Her work is displayed in numerous private and public collections including UMUC, Brevard Museum of Arts and Sciences. You may see examples of her work on www.hanoverareaarts.com and www.foothillsartist.net.

ACR417 | **17.5 hours** | **$149 tuition**

INSTRUCTOR: **Dorothea Barrick**

5474　F 10am – 12:30pm　　9/16–10/28　F130

Foundations Of Watercolor

Have you always enjoyed the appearance of a realistic transparent watercolor but wondered how to achieve it? In this course students will learn through a systematic process how to execute a detailed line drawing, transfer it to the watercolor paper, and practice flat washes with round and flat brushes. In addition, students will learn through discussion and demonstration how to create tints, complementary colors, and the use of color theory. Students can anticipate utilizing numerous practice sheets to gain mastery of techniques to render one monochromatic and one full color painting. A supply list will be given to the students the first class. Students will be inspired and revitalized by attending.

ACR418 | **15 hours** | **$139 tuition**

INSTRUCTOR: **Jennifer Littleton**

5494　W 6:30pm – 9pm　　9/14–10/19　F118

Printmaking: Carving and Exploring Collagraph Techniques

Explore the fine art world of printmaking and learn the techniques for carving and exploring a collagraph techniques of building up plates. Then you will practice transferring images onto other mediums. You will also learn how this style of printmaking allows you to produce multiple original works of art, along with and the differences between photographic reproductions and actual prints. On the first day of class, students will purchase a printmaking "kit" from the instructor for $25.

ACR426 | **8 hours** | **$79 tuition**

INSTRUCTOR: **Courtney Prahl**

5522　S 9am – 1pm　　10/8–10/15　F130

Mosaic Mirrors

Cross some holiday gifts off your list with this mosaic mirror class! Looking for that unique holiday gift? Create a gorgeous, one-of-a-kind mosaic mirror to give as a holiday gift for someone or gift it to YOURSELF! Mosaic is the art of creating images with small pieces of colored glass, stone, or other materials known as tesserae. Small pieces, normally roughly cubic and made of stone or glass of different colors are used to create a pattern or picture. Learn this unique art form as you create your own mosaic piece. Supply fee $25 payable to instructor at the first session. Supplies will include backing, mirror, glass, ceramic tiles, glue, grout, etc. Finished piece is 12 inches x 12 inches. No glass cutting experience required!

ACR325 | **9 hours** | **$59 tuition**

INSTRUCTOR: **Pat Stein**

5466　S 9am – 3pm & S 9am – 12pm　　10/29–11/5　F118

AMERICAN SIGN LANGUAGE

Discover Sign Language

It's truly amazing that we can communicate just by using our hands! Add different facial expressions, and you have a conversation - the language of deaf people. In this course, you will discover how to use this graceful, expressive language to communicate with deaf people. You will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of deaf people and sign language. You will also gain an introduction to the world of deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a deaf person, you will be ready to sign!

ONL457 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5591	Online	9/14–10/21
5592	Online	10/12–11/18
5593	Online	11/9–12/16

American Sign Language - Introduction

Are you interested in learning ASL? This course is intended for a beginner who is interested in learning sign language. If you have never taken a class or you know nothing more than a little bit of the alphabet, this class is where you should start. Students will acquire a better understanding of the language and culture. Learn basic exchange and practice with peers for receptive communication. Students will learn the difference between ASL and English signing and be exposed to a mixture for the best interpreting results. This class incorporates fun games and interaction to learn and enjoy as you explore this new amazing language.

FOR304 | **15 hours** | **$149** ($79 tuition + $70 fees)

INSTRUCTOR: **Jenica Winnings**

| 5853 | MW 6pm – 8:30pm | 9/12–9/28 | E125 |

American Sign Language I

Learn the basic conversational skills used in American Sign Language. Topics include basic grammar structure related to the exchange of personal information, introductions, negotiation with the environment, calendar, and commands. Learn basic survival signs through demonstration. Students practice what is covered in class.

FOR300 | **15 hours** | **$149** ($79 tuition + $70 fees)

INSTRUCTOR: **Jenica Winnings**

| 5848 | MW 6pm – 8:30pm | 10/10–10/26 | E125 |

American Sign Language II - Intermediate

Students will continue to learn and practice conversation skills used in ASL I. They will learn more about ASL grammar structure, visual gestural, descriptive, negotiation with the environment, and Deaf and Hard-of-Hearing culture.

FOR303 | **15 hours** | **$149** ($79 tuition + $70 fees)

INSTRUCTOR: **Jenica Winnings**

| 5849 | MW 6pm – 8:30pm | 11/7–11/30* | H256 |
| | *No class 11/21, 11/23.* | | |

FOREIGN LANGUAGES

Spanish Conversation/Communications, Basic

Develop skills needed to communicate orally and in writing using basic Spanish. Practice what you are learning by participating in class conversations and completing classroom and homework assignments based on the textbook exercises. This is a class for those who need to communicate in Spanish and understand Spanish culture. A textbook is used for Spanish Conversation - Beginners, Intermediate & Advanced.

FOR100 | **16 hours** | **$169** ($89 tuition + $80 fees)

INSTRUCTOR: **Josefa Hoch**

| 5845 | TTh 6pm – 8pm | 9/13–10/6 | E125 |

Spanish Conversation/Communication, Intermed.

Continue to develop skills needed to communicate with your Spanish-speaking audience. Emphasis is placed on more advanced listening comprehension, speaking skills, pronunciation, and vocabulary acquisition. Prerequisite: Spanish Conversation I or basic knowledge of Spanish. A textbook is used for Spanish Conversation - Beginners, Intermediate & Advanced.

FOR101 | **16 hours** | **$169** ($89 tuition + $80 fees)

INSTRUCTOR: **Josefa Hoch**

| 5846 | TTh 6pm – 8pm | 10/13–11/8 | E106 |

Spanish Conversation/Communication, Advanced

Continue to develop skills needed to communicate with your Spanish-speaking audience. Emphasis is placed on more advanced listening comprehension, speaking skills, pronunciation, and vocabulary acquisition. Prerequisite: Spanish Conversation I or basic knowledge of Spanish. A textbook is used for Spanish Conversation - Beginners, Intermediate & Advanced.

FOR111 | **16 hours** | **$169** ($89 tuition + $80 fees)

INSTRUCTOR: **Josefa Hoch**

| 5847 | TTh 6pm – 8pm | 11/15–12/13* | L106 |
| | *No class 11/24.* | | |

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

ONL451 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5579	Online	9/14–10/21
5580	Online	10/12–11/18
5581	Online	11/9–12/16

Speed Spanish II

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you will see an immediate improvement in your Spanish fluency from the very first lesson.

ONL452 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5582	Online	9/14–10/21
5583	Online	10/12–11/18
5584	Online	11/9–12/16

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you will learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes - it's also to help you use them spontaneously so that you will never be at a loss for words!

ONL454 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5585	Online	9/14–10/21
5586	Online	10/12–11/18
5587	Online	11/9–12/16

Introductory French I

Presents study of French grammar and vocabulary with selected readings in contemporary literature. Develops competence in and knowledge of French language and culture. This course is also offered for credit as LF101. For more information, check the credit schedule. Noncredit students will complete all classroom activities and assignments and can opt out of tests.

FOR400 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   **SW**

INSTRUCTOR: **CE Instructor**

| 5850 | MW 12:30pm – 1:45pm | 8/22–12/7* | TBA |

No class 9/5, 11/23.

French, Introductory II

This class is a continuation of the French Level I with emphasis on literature and idiomatic speech. The prerequisite for this class is the level I, FOR400.

FOR401 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   **SW**

INSTRUCTOR: **CE Instructor**

| 5851 | MW 2pm – 3:15pm | 8/22–12/7* | TBA |

No class 9/5, 11/23.

Beginning Conversational French

This course will teach you how to communicate easily and comfortably with those who speak French. You will learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. Each lesson introduces a scenario, presented in short dialogues. You will be able to practice and learn both sides of the conversation, so you will easily understand and expect common responses. Every lesson also has cultural tips, which will make you more comfortable in a foreign setting. Since proper pronunciation is important to good communication, this course will help you master the best pronunciations. Simply click on each word to hear it spoken! Every word and sentence is also written out phonetically using sounds that you are already very familiar with from English words. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. This course makes learning French fun and surprisingly easy. You will be pleased with your quick progress, and you will be prepared for your next trip!

ONL449 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5576	Online	9/14–10/21
5575	Online	10/12–11/18
5578	Online	11/9–12/16

Introductory Russian I

This course covers fundamentals of the written and spoken Russian language. You will build a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Also gain insights into Russian culture and customs. Also offered for credit as LR101. See the credit schedule for more information. Noncredit students will complete all classroom activities and assignments and can opt out of tests.

FOR410 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   **SW**

INSTRUCTOR: **CE Instructor**

| 5852 | MW 5pm – 6:15pm | 8/22–12/7* | TBA |

No class 9/5, 11/23.

Introductory Arabic I

Covers the fundamentals of the Arabic language both written and spoken pertinent to the first semester. Offers a strong foundation in the language through development of vocabulary, grammar, reading and conversational skills. Offers insights into Arabic culture and customs. This class is also offered for credit as LAR101. For more information, see the credit schedule. Noncredit students will complete all classroom activities and assignments and can opt out of tests.

FOR415 | **37.5 hours** | **$426** ($357 tuition + $69 fees)   **SW**

INSTRUCTOR: **CE Instructor**

| 5854 | TTh 11am – 12:15pm | 8/23–12/8* | TBA |

No class 11/8, 11/24.

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You will learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You will read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You will be surprised by how quickly and easily you can learn many useful expressions in Italian! Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The course audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback—you will know whether you answered correctly as soon as you finish. You will be pleased at how quickly this course helps you build your skills, and prepares you for your next adventure in Italia.

ONL456 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5588	Online	9/14–10/21
5589	Online	10/12–11/18
5590	Online	11/9–12/16

HEALTH & FITNESS

Aerobics

This class is for anyone who enjoys muscular and cardiovascular endurance exercises performed to music. This course is also offered for credit as PE131. See the credit schedule of classes for more information.

REC240 | **15 hours** | **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5667 | T 1pm – 2pm | 8/23–12/6* | TBA |

No class 11/8.

Intro to Tai Chi

Learn and practice standardized postures and Tai Chi forms to improve your health and well being. Age or physical condition is no barrier to the practice of Tai Chi. Instructor Rob Johnson has studied martial arts for more than 35 years with the last 12 specializing in Tai Chi, Ba Gua, Xing-Yi Chuan, and Qi Gong. Wear loose, comfortable clothing and flat sole shoes.

FIT107 | **12.5 hours** | **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5832 | TTh 2pm – 3:15pm | 11/1–12/8* | TBA |

No class 11/8, 11/24.

Kickboxing

Provides basic fundamentals of Lethwei (Burmese Kickboxing). Basic principles, history, and styles and linguistics of the fighter will be covered. This course emphasizes safety for the students and the instructor. There will be no competitive fights or hard physical contact between students during this course. Mental and physical control as well as proper training etiquette will always be maintained. Classes are held at the Frederick Fight Club. An additional fee of $65 paid at site on first day of class. Classes held at Frederick Fight Club. This course is also offered for credit as PE196. For more information, see the credit schedule of classes.

FIT130 | **14 hours** | **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5834 | W 5pm – 7pm | 8/24–10/5 | TBA |
| 5835 | W 5pm – 7pm | 10/19–12/7* | TBA |

No class 11/23.

Pilates

Introduces the history of Pilates and describes the physiological basis of exercises that promote core body strength. Includes demonstration and active student participation of Pilates movements. This course is also offered for credit as PE190.

FIT117 | **15.17 hours** | **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5833 | TTh 9:30am – 10:35am | 10/18–12/8* | TBA |

No class 11/8, 11/24.

Yoga

Yoga is a practice of physical postures, integrated with the breath, to release tension and promote strength and flexibility of body, mind, and emotions. Yoga postures, breathing, and relaxation can alleviate many common problems that leave you feeling tired and drained of energy. Regular practice will: increase your strength, flexibility, and endurance; bring clarity and calmness to your mind and emotions; release muscular tension; help correct many postural problems; make you feel fit and vital; and help you relax. The ultimate benefit is that Yoga awakens a deeper awareness and understanding within you. This is a natural progression that begins with increased bodily awareness. As you become skilled at synchronizing breath and movement, you learn to turn your attention inward while moving. Eventually, you develop the recognition that is possible to stay centered and balanced in any situation.

FIT106 | **7.5 hours** | **$75 fee**

INSTRUCTOR: **CE Instructor**

5828	Th 7pm – 8:15pm	9/8–10/13	Sol Yoga Studio
5829	Th 5:30pm – 6:45pm	9/8–10/13	Sol Yoga Studio
5830	Th 7pm – 8:15pm	10/27–12/8*	Sol Yoga Studio

No class 11/24.

| 5831 | Th 5:30pm – 6:45pm | 10/27–12/8* | Sol Yoga Studio |

No class 11/24.

Online Course
SW Eligible for senior tuition waiver.
TV Eligible for disabled & retired tuition waiver.
See page 68.

Introduction to Natural Health and Healing

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! You will discuss the various stages of health and illness, and you will discover that true health means wholeness of the mind, body, and spirit. You will start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. Explore naturopathy, which seeks ways for the body to heal itself. You will find out about proper breathing techniques that enhance health, and you will learn the value of hydrotherapy, diet, biorhythms, and fasting. Examine using the power of the mind for healing the body—discuss brain function tests, visualization, and relaxation therapies. You will see the great power of belief. Then delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you will be able to develop menus that improve health. You will also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, Tai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you will have begun taking charge of your own health and healing!

ONL559 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5615	Online	9/14–10/21
5616	Online	10/12–11/18
5617	Online	11/9–12/16

Lose Weight and Keep It Off

In this comprehensive course, you will discover how to establish a healthy approach to weight loss and weight maintenance. You will master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. From understanding food composition, portion sizes, and preparation methods, to meal composition and meal timing, you will learn food basics—and beyond! You will discover how to eat out without jeopardizing your weight loss or disappointing your taste buds. Also, discuss the basics of planning and preparing meals at home, and uncover tips and tricks for navigating the social elements of eating. This course will also review how to find exercise and activity that's enjoyable and helps you meet your weight-loss and weight-maintenance goals. You will also discover how to take exercise to the next level and uncover thought patterns that negatively affect exercise and activity.

ONL600 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5621	Online	9/14–10/21
5622	Online	10/12–11/18
5623	Online	11/9–12/16

Luscious, Low-Fat, Lightning-Quick Meals

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You will learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrées that are both nutritious and delicious! You will discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You will also learn a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. You will have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrées, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

ONL601 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5624	Online	9/14–10/21
5625	Online	10/12–11/18
5626	Online	11/9–12/16

Lyme Disease: Valuable Information Session

Lyme disease is a real health issue. If you plan to spend time outside this summer, do yourself a favor and learn what you can do to stay healthy. This course provides students with a basic understanding of what Lyme disease is, how to recognize symptoms, different modalities of treatment and how to prevent getting sick.

HEA209 | **2 hours** | **$29 fee**

INSTRUCTOR: **Christina Murphy**

| 5856 | T 6pm – 8pm | 10/11 | E124A |

Nutrition and Fitness

In this class you will learn the importance of good nutrition, and how fitting fitness into your lifestyle affects your body and overall health. First, you will learn simple and easy methods to create a healthy diet by eating foods that you enjoy, while improving your health and increasing your energy level. Develop ways to make a simple, delicious and healthy meal that does not require a full day in the kitchen. You will also receive useful tips on how to prepare meals to fit into your busy lifestyle. Learn how incorporating fitness will make a difference in your entire well-being. You will see how getting and staying fit will help to create better sleep and eating habits, while increasing your immune system.

FIT146 | **2 hours** | **$29 fee**

INSTRUCTOR: **CE Instructor**

| 5839 | T 6pm – 8pm | 9/20 | E124A |
| 5840 | F 10am – 12pm | 10/21 | B103 |

Nutrition Basics

Learn more about what you are eating. This class will help you to understand the important basics of nutrition which will enable you to make good dietary decisions. Provides a basis for discerning healthy diets. This class is also offered for credit as HE 110. Noncredit students will complete all classroom activities and assignments and can opt out of tests.

FIT138 | **14 hours** | **$142** ($119 tuition + $23 fees)   SW

INSTRUCTOR: **CE Instructor**

| 5836 | Th 11am – 1pm | 10/20–12/8* | TBA |

No class 11/24.

Music for Enrichment

One-hour Sessions: 13 hrs, Fee: $676
45-Minute Sessions: 9.75 hrs. total, Fee: $533
30-Minute Sessions: 6.5 hrs. total, Fee: $364

The benefits of learning to play an instrument extend far beyond the classroom to include improved academic performance and increased social skills. Highly qualified teachers offer individual instruction to beginning, intermediate and professional musicians as well as two unique performance opportunities with experienced accompanists. Classes start Tuesday, September 6 and end Monday, December 5. Last day to register is Friday, September 9. To register for sessions go to frederick.edu/QuickEnroll.

Bass
Lynn Fleming, 301.922.0398

Bassoon
TBA

Cello
Adam Gonzalez, 301.219.4826

Clarinet/Saxophone
Laura Armstrong, 443.615.1529

Flute
Jennifer Rundlett, 240.675.0866

Guitar
Mark Edwards, 334.538.0254
Michael Raitzyk, 410.905.3149

Horn
Jonathan Cresci, 301.624.2844

Percussion
Greg Herron, 443.621.8694

Piano
Pat Franz, 301.663.6197
Alice Lee, 202.270.1667
John Wickelgren, 301.668.0355
Lynn Staininger, 240.405.7382
Suk–Yi Hyun, 240.421.7188
David Loy, 301.791.7730

Trombone/Tuba/ Euphonium
Aaron Lovely, 703.401.8971

Trumpet
Jonathan Cresci, 301.624.2844

Violin/Viola
Fred Wilcox, 240.504.6974
Maryory Serrano, 540.664.4068

Voice
Paula Chipman, 301.846.2566
David Loy, 301.791.7730
Mary Gresock, 301.879.2069
Lynn Staininger, 240.405.7382
Sterling Scroggins, 202.906.0613

Please contact instructors for availability and scheduling.

Notes: Lessons are designed for ages 6 through adult; students under age 6 may study with permission of instructor. Students supply practice instruments.

FCC Music Ensembles

JOIN AN ENSEMBLE

Participating in an ensemble is a unique and valuable opportunity. Using and expanding upon techniques learned in private lessons, players of all ages gain a special sense of motivation, camaraderie, and accomplishment while preparing for and then performing in an on-campus community concert.

Introduction to FCC Jazz Workshop

This class is for those who are beginning their exploration of the world of Jazz. Discover the language of jazz improvisation and learn techniques for using jazz harmony and rhythms in an ensemble setting. Students should already be able to read music, play major scales on their instruments, and possess some basic knowledge of music theory application on your instrument. All instrumentalists welcome—any instrument you like to groove on!

MUS133 | 26 hours | $159 fee

INSTRUCTOR: **Anita Thomas**

7917   M 7:30–9:30pm   9/12–12/5   FCC/F145

Advanced FCC Jazz Workshop

Be part of the advanced FCC jazz workshop. This class is a continuation of beginner jazz workshop. As students will work on more complex songs and harmonic concepts they must be able to read music, play all major and minor scales on their instrument and already have knowledge of music theory including scales, arpeggios and chord symbols used in jazz. Previous experience in jazz ensemble playing is necessary. All instrumentalists welcome—any instrument you like to groove on!

MUS134 | 26 hours | $159 fee

INSTRUCTOR: **Anita Thomas**

7916   M 5–7pm   9/12–12/5   FCC/F145

FCC Jazz Ensemble

Join FCC's Jazz Ensemble and perform the best in big-band jazz. (Some prior experience in ensemble playing necessary.) Guest artists jam with the group and outside engagements bring additional chances to perform.

MUS100 | 32.5 hours | $159 fee

INSTRUCTOR: **Howard Burns**

7612   W 7:45–10:10pm   9/7–12/7*   FCC/F109
        No class 11/23.

FCC String Ensemble

FCC String Ensemble is for beginning and returning music lovers and will explore music from the 1600's to present. Participants of all ages and experience levels are welcome to inquire; however, one year of prior study on an instrument is recommended. Participation in this ensemble will strengthen technique in a variety of areas, including bow placement, intonation, rhythm studies, chamber music performance, and accompaniment. The student will also accomplish a basic understanding of music theory and orchestral markings.

MUS128 | 19.5 hours | $145 fee

INSTRUCTOR: **Lynn Fleming**

5912   Th 7:45–9:15pm   9/8–12/8*   FCC/F105
        No class 11/24.

FCC Flute Ensemble

An FCC favorite, this ensemble has been producing memorable concerts for over 15 years. This group enjoys playing a variety of styles from classical favorites to jazz and world folk music, incorporating a full range of voices from piccolo to alto and bass flutes. Join us, as we celebrate our flute community. The class is open to both young musicians and adults at intermediate to advanced levels.

MUS 118 | 19.5 hours | $145 fee

INSTRUCTOR: **Jennifer Rundlett**

7807   W 7:45–9:15pm   9/7–12/7*   FCC/F105
        No class 11/23.

FCC Wind Ensemble

Join FCC 's Wind Ensemble and play great original concert band music by leading composers, and transcriptions of classics and standards. The class is open to college and community players with previous experience in high school or college/university bands, and to high school band players, with the director's permission. Solo opportunities are available to qualified players. Even if you haven't played recently, join the band and improve along with us!

MUS123 | 32.5 hours | $159 fee

INSTRUCTOR: **TBA**

7808   W 6:30–9pm   9/7–12/7*   FCC/F145
        No class 11/23.

FCC Percussion Ensemble

FCC's Percussion Ensemble takes full advantage of FCC's Percussion Studio and its vast array of instruments. The Ensemble is open to all musicians with a love of percussion. In addition to performing standard percussion repertoire and transcriptions of rock, jazz, and popular music, the group explores percussion music from around the world. Ability to read music required. Previous ensemble experience on drums, keyboard, or auxiliary percussion recommended, but not required.

MUS126 | 19.5 hours | $145 fee

INSTRUCTOR: **Greg Herron**

7615   M 6:30–8pm   9/12–12/5   FCC/F146

FCC Handbell Choir

Meet fellow music lovers by experiencing the joys and challenges of Handbell Choir. This group is open to adult and student musicians of all ages. Prior participation in a music ensemble (choir or instrumental group) is required; music reading skills are also required, especially the ability to count and read rhythms. The group will explore several bell and choir chime techniques through a wide variety of music from different time periods. Performance in on campus recital and other appearances in the community. Enrollment will be limited to 13 ringers.

MUS132 | 19.5 hours | $145 fee

INSTRUCTOR: **Barbara Scheffter**

5951   W 5:30–7pm   9/7–12/7*   FCC/F109
        No class 11/23.

Stress Management Techniques

In this class you will be Introduced to the basic concepts of stress management and focus on coping strategies and techniques to help reduce your stress. This class is also offered as HE 115. See the credit schedule for more information. Non-credit students will complete all classroom activities and assignments and can opt out of tests.

FIT139 | **14 hours** | **$142** ($119 tuition + $23 fees)   **SW**

INSTRUCTOR: **CE Instructor**

5837   F 9:30am – 11:30am   10/21–12/9* TBA
    No class 11/25.

Take Back Your Power: Out of Control

Do you have a new job and need to beef up your self-esteem? Or do you feel overwhelmed with work or home life and need to learn how to say no in a nice way? In this class you will learn masterful techniques that improve self-esteem, confidence, and update your decision making process. Learn the importance of setting boundaries and discover yourself through self-nurturing techniques.

FIT147 | **2 hours** | **$29 fee**

INSTRUCTOR: **CE Instructor**

5841   T 6pm – 8pm   10/4   E124A
5842   F 10am – 12pm   11/4   B103

Time and Stress Management

Do you often feel rushed, tired and overwhelmed? Is life controlling you instead of you controlling your life? Learn how we create emotional, physical, and internal stress, and the impact this has on you. Learn how stress affects your body physically, emotionally and internally and how it can bring on chronic health conditions. Discover how to take back your time by making better choices.

FIT148 | **2 hours** | **$29 fee**

INSTRUCTOR: **CE Instructor**

5843   T 6pm – 8pm   9/27   E124A
5844   F 10am – 12pm   10/28   B103

Weight Training

Learn the right way to lift weights, gain strength and get yourself in better shape. This class provides a thorough orientation, instruction and participation in specific skills, rules, safety and etiquette of weight training. This class is also offered as a credit class PE-166. Please see Credit schedule for details. Non-credit students will complete all classroom activities and assignments and can opt out of tests.

FIT142 | **14 hours** | **$142** ($119 tuition + $23 fees)   **SW**

INSTRUCTOR: **CE Instructor**

5838   M 5pm – 7pm   10/24–12/5   TBA

HOME & HOBBIES

Design and Sew: Totes, Bags, and Bag Making Basics

We all carry a tote bag for something and to go somewhere - to work, to the beach, to the store, you name it, a tote bag is downright useful. In this class you will design and create a unique tote bag that you can be extremely proud of, use almost every day, or give as a gift (Mother's Day)! Using your imagination, colorful fabrics and basic sewing skills, craft a bag that will have your friends and family asking, "Where did you get that bag!" Basic sewing skills and previous sewing machine experience are encouraged. We will send you a materials list after you register!

HOM157 | **4 hours** | **$79 tuition**

INSTRUCTOR: **Deborah Parsons**

5858   S 1pm – 3pm   11/5–11/12   E106

Gardening In Our Time and Place

Whether you want to grow vegetables or a beautiful sustainable garden, come learn the basics about our climate and soil and the best practices for creating your ideal garden. We will cover basic growing, composting and soil nutrients, advanced growing, and irrigation. If you are a beginning gardener, you will learn how to get started successfully. If you have some experience, you will learn about sustainable practices and appropriate plants to introduce into your garden. The goal of this class is to enable you to have a successful and sustainable garden in our time and place.

GAR115 | **5 hours** | **$55 fee**

INSTRUCTOR: **Richard Hood**

5855   S 9am – 2pm   12/3   E125

Glass Fusing Jewelry: Pendants, Bracelets, and Pins

Looking for that unique holiday gift? Create gorgeous, one-of-a-kind pendants, wine bottle stopper, bracelet, and/or pins to give as a holiday gift for someone or gift it to YOURSELF! Make your own holiday gifts and give one-of-a-kind gifts to the special people in your life. Create unique and beautiful glass pendants, a bracelet, pins, a wine bottle stopper and MORE using fusible glass, dichroic glass, frit, and mosaic pieces. Students will learn the basics of fusing, learn how to cut and grind glass, clean pieces, and assemble their pieces. Students will be able to make as many pieces as possible during the three hour session. Finished items will be fused in a kiln and returned the following week for pick up. Supply fee of $25 is payable to the instructor which includes glass and some jewelry findings. No glass cutting experience required!

ACR326 | **3 hours** | **$39 tuition**

INSTRUCTOR: **Pat Stein**

5473   S 1pm – 4pm   11/5   F130

Introduction to Interior Design

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You will delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you will explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you will also learn about some of the latest trends affecting the industry. You will investigate "green" sustainable design, and you will find out how to modify your designs for people with special needs. As you master design skills step-by-step, you will complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

ONL560 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5618	Online	9/14–10/21
5619	Online	10/12–11/18
5620	Online	11/9–12/16

You Can Sew

Do not let that sewing machine intimidate you! Sewing is fun and useful! Once you have mastered the basic skills needed to use a sewing machine efficiently, any project you choose to do will be easier! The course starts off with the sewing machine basics, such as how to thread and wind a bobbin. Students will then learn how to sew a variety of seams and stitches, and how to navigate corners and curves, and how to use a simple pattern. In-class projects include a tote bag and pair of pajama pants. These would make wonderful holiday gifts! We will send you a materials list after you have registered.

HOM151 │ **10 hours** │ **$89 tuition**

INSTRUCTOR: **Deborah Parsons**

| 5857 | S 1pm – 3:30pm | 10/8–10/29 | E106 |

⌨ Online Course
SW Eligible for senior tuition waiver.
RW Eligible for disabled & retired tuition waiver.
See page 68.

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

PERSONAL FINANCE

Math Refresher - Online

This course will show you how to use math to your advantage. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. You won't find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You will find out some very interesting things about how calculators work, and then you will discover how best to get a handle on your income and expenses. You will be able to check your paystub, invoices, and bank statements for errors and overcharges, and you will become more skilled at handling money and comparing investment opportunities. You will learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You will find out how to calculate interest rates and you will develop a better understanding of mortgages, credit cards, and other types of loans. You will discover a handy method for converting one type of measurement to another, and you will be able to calculate areas correctly so you don't overspend on your next home improvement project.

ONL421 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5573	Online	9/14–10/21
5573	Online	10/12–11/18
5575	Online	11/9–12/16

PHOTOGRAPHY

Learn to Use Your Digital Camera

Taking pictures should be fun not frustrating, right? Learn to operate your own point-and-shoot camera to take great pictures and learn its various functions. Bring your camera and its manual to class. We will provide a series of lectures and hands-on demos, to help you become the expert at using your own camera. Weekly assignments cover the various functions of your camera and include exposure, archiving, photo manipulation, and more. This is not a computer class.

ACR104 │ **6 hours** │ **$89 fee**

INSTRUCTOR: **William O'Neal**

| 5434 | T 6pm – 9pm | 11/15–11/22 E125 |

Explore Your EOS Canon DSLR

Unleash your creativity by mastering the technical aspects of your Canon EOS Digital SLR. This class will help you get to know your camera system and go beyond the "automatic" setting! Move from the "Basic Zone" to the "Creative Zone." Acquire a clear understanding of all the buttons and menu items on your camera. Learn how to creatively use exposure, composition, flash, and a variety of lenses. This is a hands-on class. We will take a short lunch break (lunch not included). Bring your camera, manual, battery and a tripod if you have one.

ACR145 │ **6 hours** │ **$89 fee**

INSTRUCTOR: **Robert McMillan**

| 5440 | S 9am – 3:30pm | 9/17 | B117 |

Get To Know Your Nikon DSLR

Have you been using your Nikon DSLR like a point-and-shoot and long to move out of your comfort zone? Start by learning what all those buttons and dials can do to improve your photographs. Then, learn about the different lenses and when to use them. Explore the features and get the most out of your Nikon camera. Please bring your camera and a fully charged battery, a clean memory card, your camera's manual, and a bagged lunch to class.

ACR146 | **6 hours** | **$89 fee**

INSTRUCTOR: **Carolyn Miller**

| 5444 | S 9am – 3:30pm | 10/1 | B117 |
| 5445 | S 9am – 3:30pm | 12/3 | B117 |

Intro to Flash Photography

Learn to use flash photography to expand your vision and create striking images. Whether you already have an external flash or thinking of acquiring one soon, this class will teach you what you need to know. By learning Flash Photography you will be able to produce extraordinary photographs under a wide variety of lighting conditions. You will learn the fundamentals of flash photography and gain an understanding of the relationship between flash and ambient light. This class will take the mystery out of all the technical jargon such as Sync, 1st-curtain, 2nd-curtain, E-TTL, and High-Speed Mode. Learn how to modify the quantity and quality of light to match your photographic vision. Learn how to calculate flash exposures and use flash in manual and auto modes. Find out what equipment works the best for you for the least amount of money. This is a hands on class. We will take a short lunch break (lunch not included). Bring your camera, manual, battery and flash if you have one.

ACR147 | **6.5 hours** | **$99** ($40 tuition + $59 fees)   **SW**

INSTRUCTOR: **Robert McMillan**

| 5447 | S 9am – 3:30pm | 10/1 | E125 |

Introduction to Photoshop CS6

Photoshop is the world's best-known photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. You will learn how to use Photoshop with detailed, step-by-step instructions that you will have no trouble following—even if you've never used a computer graphics program before! And you will have a lot of fun doing it. Photoshop CS6 has a host of impressive new features for photographers, and you will encounter a number of them. This course begins with an introduction to the Photoshop environment. Next, you will learn techniques for creating simple digital paintings (including some brushes that let you create the look of an oil painting from a photo). Then you will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You will also learn about the new content-aware Move tool in CS6 that, like magic, lets you move something on an image while intelligently replacing the "hole" left behind. By the time you finish this fun, hands-on, project-oriented course, you will be well on your way to expressing yourself with the most exciting graphics program ever developed.

ONL143 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5721	Online	9/14–10/21
5722	Online	10/12–11/18
5723	Online	11/9–12/16

Intermediate Photoshop CS6

Photoshop is one of the most amazing software programs ever developed. It's a fun and creative way to alter photos and prepare them for print or the Web. In this course, you can take your Photoshop skills to the next level by exploring more advanced features in Photoshop that let you easily re-edit projects long after they were originally created (and long after the Photoshop "undo" command has expired). These techniques, called non-destructive editing, let you work faster and reuse parts of images over and over again. If you like scrapbooking or want to make page layouts that you can fill with different graphics, you will learn how to create reusable templates. You will see how to use Smart Objects, so that even if you crop or resize an image. Whether you're a photographer who wants to use Photoshop to edit photos, a scrapbooker, or an artist, this course will teach you the building blocks you need to unleash your creativity. It's also a lot of fun!

ONL165 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5750	Online	9/14–10/21
5751	Online	10/12–11/18
5752	Online	11/9–12/16

Macro Photography

The tiny details that are revealed by macro photography will amaze you. Butterfly wings look fuzzy; dandelion seeds become things of beauty. In this class, you will learn about different techniques and tools for creating macro shots using your macro lens. Learn how shallow depth of field affects macro shots. Focus stacking will be addressed. There will be classroom photo sessions, field sessions, and editing in the lab using Photoshop. Students in this class will need a camera with a macro lens and a tripod. A packed lunch is highly recommended.

ACR128 | **6 hours** | **$89** ($40 tuition + $49 fees)

INSTRUCTOR: **Carolyn Miller**

| 5441 | S 9am – 3:30pm | 10/15 | B117 |

Secrets of Better Photography

Master your digital camera and learn the secrets behind outstanding photos! Whether you have a digital SLR, a point-and-shoot camera, or something in between, you will learn how to use it the way you want to in this hands-on course! You also have the opportunity to have your lesson assignments critiqued by our knowledgeable teaching team of professional photographers. You will see how to choose the best photographic equipment for you and how to compose images with style. Exposure topics like aperture, shutter speed, metering, and ISO settings will all make sense as we break them down into simple concepts. If you want to work with manual exposure on your digital SLR, we cover that, too! Explore natural and artificial lighting, freezing or blurring motion, portraiture, children's photography, pet photography, photojournalism, and digital editing options. Secrets of Better Photography is also an excellent class to prepare you for the more advanced class, Travel Photography for the Digital Photographer.

ONL153 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5728	Online	9/14–10/21
5729	Online	10/12–11/18
5730	Online	11/9–12/16

Photographing People With Your Digital Camera

Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. Don't be nervous if you're new to digital photography, because you will start with the basic principles you need to know in order to become a people photographer. You will discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, move onto portrait and formal group shots to learn how to organize people, which angles to use, and which to avoid. You will become proficient in action photography, and you will also learn several fun and creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

ONL621 | 24 hours | $119 fee

INSTRUCTOR: **CE Instructor**

5630	Online	9/14–10/21
5631	Online	10/12–11/18
5632	Online	11/9–12/16

TECHNOLOGY BASICS

Drones: Why all the Buzz?

If you are interested in purchasing a Drone or learning more about the one you have, then start with this class! Join certified flight instructor, Christopher Lawler, who will provide an overview of Drone/UAV for recreational and commercial use. Topics include current and upcoming important FAA rules and regulations, types of drones, a discussion on "No Fly Zones" and the future of drone technology.

HOM600 | 2 hours | $49 fee

INSTRUCTOR: **Christopher Lawler**

| 5859 | S 10am – 12pm | 9/24 | D100 |
| 5860 | S 10am – 12pm | 10/29 | D100 |

Intro to the iPad

Thinking about buying an iPad or already have one, but maybe not sure how to put it to its best use? This course will show you how to setup the iPad and how to use it. Learn basic maintenance, which accessories will maximize your experience, and how to use some of the pre-installed applications. Learn how to use the map to find directions and how to take pictures. You will be shown how to surf the web, and even find your device if it is lost. Use the mail App to connect with your friends and family. The iPad inspires creativity and hands-on learning with features you won't find in any other educational tool. If you own an iPad, please bring it to class. If you don't, you will have use of one during class time.

TEC139 | 3 hours | $49 tuition

INSTRUCTOR: **William O'Neal**

| 5672 | Th 6pm – 9pm | 9/29 | E104 |
| 5673 | T 6pm – 9pm | 12/6 | E124A |

iPad: Intermediate User

This takes a more in-depth look into what your iPad can do for you. Learn how to manage your Contacts, Calendar, and Music. This hands-on class goes into the functionality of each application and how to best use it capabilities. Learn how to set up your calendar to organize and distinguish between family, work, volunteer and other events; set up playlists and more. You will also get to hear about some of the top Apps out there and all the great things they can do for you. If you own an iPad, please bring it with you to class. If you don't, you will have use of one during class time.

TEC141 | 3 hours | $49 tuition

INSTRUCTOR: **William O'Neal**

| 5674 | Th 6pm – 9pm | 10/6 | E104 |
| 5675 | T 6pm – 9pm | 12/13 | E124A |

Using Your Smartphone for a Camera

Do you have a vacation, graduation or event this summer but you don't want to lug an expensive camera with you? No-worries - bring your smartphone! Today's smartphone cameras take excellent quality photos that rival your point and shoot camera. In fact, with the great photo taking and additional photo enhanced features on your phone, you may not need to carry an additional camera. Your phone is right at hand when you need it. In this class you will learn to explore how the camera interfaces with other Apps on the phone. Topics include: taking photos with the smartphone, how to enhance and share photos, Apps to modify photos and printing photos from your phone. You might be surprised just what your smartphone camera can do!

TEC142 | 4 hours | $59 fee

INSTRUCTOR: **William O'Neal**

| 5676 | T 6pm – 8pm | 10/18–10/25 | E124A |

The Cloud: Get Your Devices to Share

Now that you are using your computer for Email and perhaps your calendar and your contact list, wouldn't it be great to be able to have all this information shared among all your devices including your home computer, your laptop, your IPad tablet and your smartphone? This is where keeping this information in "the cloud" comes in. Learn about "the cloud" and how to interface all your devices with this information. Make a change on one device and have it show up on all your other devices. If you are interested in learning what options you have to "bring all together" then this class is for you. Prerequisite: Knowledge of each device that you want to share information on.

TEC150 | 4 hours | $49 tuition

INSTRUCTOR: **William O'Neal**

| 5677 | Th 6pm – 8pm | 10/27–11/3 | E104 |

Mac, iPhone, and iPad Programming

The fastest-growing software market today involves mobile applications (or Apps). In this course, you will learn to use the free Xcode compiler and the Objective-C programming language to program your own Apps that you can sell through Apple's App Store, reaching millions of potential customers around the world. You will start with the basic steps to writing any program, then progress to using Xcode—the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. Even if you're new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own Apps. By the end of this course, you will know how to find your way around Xcode and write Objective-C commands, so you will be ready to start creating your very own Mac, iPhone, or iPad programs!

ONL158 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5734	Online	9/14–10/21
5735	Online	10/12–11/18
5736	Online	11/9–12/16

Introduction to Dreamweaver CS6

You've taken your first steps into Web design, and your fingers are beginning to cramp from all that typing—but don't panic! Developing your coding skills has not been in vain! You're ready for Dreamweaver—Adobe's preeminent Web development application—which has been designed from the ground up to make developing websites easier. You will learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you will have successfully built a website and know how to use Dreamweaver's built-in FTP tools to upload to the server of your choice.

ONL159 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5737	Online	9/14–10/21
5738	Online	10/12–11/18
5739	Online	11/9–12/16

How to Get Started in Game Development

Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will learn why many games fail and how to ensure your games are positioned for success. During the course, you will gain hands-on experience in many of the game development processes. By the end of the course, you will have the experience and confidence to start developing your own game. Finally, go behind the scenes of the game design industry to see how it started and where it's headed. You will learn about the various roles in game development and how to pursue a career in the industry. When you complete the course, you will be ready to start developing games right away!

ONL323 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5535	Online	9/14–10/21
5537	Online	10/12–11/18
5538	Online	11/9–12/16

THE GREAT OUTDOORS

Golf

Learn to golf! Class includes orientation, instruction, and participation in specific skills, rules, and etiquette of the sport. Fees paid at the golf site. This course is also offered for credit as PE181. For more information, see the credit schedule of classes.

REC223 │ **14 hours** │ **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5664 | T 5pm – 7pm | 8/23–10/4 | TBA |

Tennis I

Presents orientation, instruction and participation in specific skills, rules and etiquette of the sport. This course is also offered for credit as PE179. For more information, see the credit schedule of classes.

REC224 │ **14 hours** │ **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5665 | MW 11am – 12pm | 8/22–10/10* | TBA |

No class 9/5.

Volleyball

Includes orientation, instruction and participation in specific skills, rules, and etiquette of the sport. This course is also offered for credit as PE165. For more information, see the credit schedule of classes.

REC236 │ **14 hours** │ **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5666 | M 8:30am – 10:30am | 10/24–12/5 | TBA |

Elementary Fencing

Introduces the history, safety, rules and etiquette of fencing. Teaches basic skills required to participate in a fencing match, as well as skills in directing and scoring a match. Fees based on actual rental costs and to be paid at site. This course is also offered for credit as PE160. For more information, see the credit schedule of classes.

REC501 │ **14 hours** │ **$142** ($119 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

| 5668 | W 1pm – 3pm | 10/19–12/7* | TBA |

No class 11/23.

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

Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.

THE WRITER'S INSTITUTE

Grammar Refresher

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

ONL420 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5570	Online	9/14–10/21
5571	Online	10/12–11/18
5572	Online	11/9–12/16

Beginning Writer's Workshop

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You will get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you will develop your own short, creative fiction or nonfiction piece. Our emphasis in this course is on developing your skills through practice, so you will spend more time writing than reading. You will master important concepts by completing enjoyable writing exercises and assignments, and you will discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

ONL469 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5594	Online	9/14–10/21
5595	Online	10/12–11/18
5596	Online	11/9–12/16

Writing Essentials

Master the essentials of writing! In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. You will improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Then you will find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to use right away.

ONL324 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

5539	Online	9/14–10/21
5540	Online	10/12–11/18
5541	Online	11/9–12/16

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Introduction to Internet Writing Markets

The Internet provides unlimited opportunities if you're a writer, whether you just have a few hours a week to blog or want a full-time publishing career or just plan to promote your books or business on the Web. There is no single way to become successful writing for the Web, so this course shows you the hundreds of different choices you have, and helps you set your own goals. In fact, by the end of the course, you will have your very own publishing plan, from the steps to take in developing your writer's platform or brand, to the markets that will help you accomplish your goals. You will learn the secrets of how to be successful in publishing online. That includes things like search skills, website traffic evaluation, identifying your own expertise and gathering it into a CV, research strategies, RSS feeds, online interview tips, crowdfunding large projects, and more. Markets are different on the Internet, so you will take an in-depth look at them too. From paying publications to setting up a passive income earning stream, you will go from the familiar, like online magazines, to the little known, like freelance marketplaces, along with different types of online jobs for writers. Every wondered if it would be better to start a WordPress blog or a Twitter microblog? Whether it's legal to publish fan fiction or not? How you can make some extra money if you also take photos or make videos? This course will answer all your questions about publishing on the Internet. Course revised June 2015

ONL472 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5600	Online	9/14–10/21
5601	Online	10/12–11/18
5602	Online	11/9–12/16

Blogging: Maximizing Your Blogging Efforts

Are you getting the most out of your blog? Are people even reading it? Students will learn the advantages of the popular blogging platforms, how to choose a subject, whether or not to monetize your blog, techniques to make your posts attractive, using key words, getting followers, and using a variety of media. If you love your blog or just want to learn more about better blogging, than this class will help you.

ENG225 | **6 hours** | **$69** ($30 tuition + $39 fees)   SW

INSTRUCTOR: **James Rada**

| 5826 | MW 6pm – 8pm | 9/19–9/26 | H250 |

Mystery Writing

What makes a mystery? If you consider the books you've read most recently, you may be surprised to discover that many—if not all—are mysteries. From Dan Brown to Dennis Lehane, mysteries are hot items on today's best-seller lists. This course will teach you the techniques you need to know if you want to become a best-selling mystery author. Mystery Writing begins by introducing the four story types and then explains how they relate to mysteries. It then reveals the three-act story structure, which is any story's key to success. Next, it shows you how to propel the action forward to a climax, followed by a catharsis in which your readers feel the release of tension that accompanies a great finish. And you will write a complete scene from your story and learn the internal structure that makes every scene feel right. Finally, you will delve into the special techniques that apply to mysteries, including crime scene description, MacGuffins, and the use of red herrings to misdirect your readers and create suspense. Follow the guidelines taught in this course, and you will be well on your way to writing a successful mystery of your very own!

ONL471 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5597	Online	9/14–10/21
5598	Online	10/12–11/18
5599	Online	11/9–12/16

Advanced Fiction Writing

Do you have a manuscript, or parts of a manuscript, and need to know how to polish it for publication? Are you a published author who wants to learn techniques to write more effectively and efficiently? If you answered yes to any of these questions, then Advanced Fiction Writing is for you! In this course, you will explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. Each lesson includes an assignment that will help you develop or polish your manuscript. And in the Discussion Area, you will have an opportunity to share your work with classmates to obtain their feedback. Through this step by step process, you will have the tools to turn your story idea into a published book. Join us for the next six weeks, and you will never look at fiction writing the same way again!

ONL474 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5603	Online	9/14–10/21
5604	Online	10/12–11/18
5605	Online	11/9–12/16

How to Make Money From Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you will find the how-to's here. In just six weeks, you will learn secrets, methods, and tips to help you generate income with your writing. You will explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. You will also get facts on ghostwriting, collaboration, writing for the Web, and writing for new technologies, copywriting, article and essay writing, and novel and nonfiction book writing, plus tips for finding publishers and agents. A fulfilling (and lucrative) writing work is waiting for you!

ONL475 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

5606	Online	9/14–10/21
5607	Online	10/12–11/18
5608	Online	11/9–12/16

Self-Publishing Your Book

Learn how to get your book published and available for sale in bookstores and online. Learn the pros and cons of self-publishing and whether it is appropriate for your work. You will also explore the differences between self-publishing, vanity publishing and lightning press. Find out how to make your book indistinguishable from a title published by a large press.

ENG226 | **6 hours** | **$69** ($30 tuition + $39 fees)   SW

INSTRUCTOR: **James Rada**

| 5827 | MW 6pm – 8pm | 11/7–11/14 | H250 |

Online Course
SW **Eligible for senior tuition waiver.**
TW **Eligible for disabled & retired tuition waiver.**
See pages 68.

Youth Programs

STUDY SKILLS & TEST PREPARATION

S.A.T. Prep - Math Review

Prepare for the S.A.T. by gaining the benefits of an individualized, tailored, and semi-private S.A.T. preparation course. Improve test-taking skills while reviewing geometry, algebra, and mathematics in general. Please bring a calculator and the latest edition of the Barron's S.A.T. book to the first class. In order to achieve the best results, practice homework assignments will be given for extra review between sessions. This class will focus on the re-designed S.A.T. which starts March 2016. Maximum enrollment is 5 students.

EDP145 | **8 hours** | **$149 fee**

INSTRUCTOR: **Anamaria Prensky**

5807	MW 4pm – 6pm	9/12–9/21	L112
5808	TTh 4pm – 6pm	9/13–9/22	L112
5809	MW 4pm – 6pm	10/17–10/26	L112
5810	TTh 4pm – 6pm	10/18–10/27	L112
5811	MW 4pm – 6pm	11/9–11/21	L112
5812	TTh 4pm – 6pm	11/10–11/22	L112

S.A.T. Prep - Verbal Review

Prepare for the S.A.T. This review of English skills includes vocabulary building and methods for reading comprehension improvement, as well as test-taking strategies needed for satisfactory performance on the S.A.T. Please bring the latest edition of the Barron's S.A.T. book to the first class. In order to achieve the best results, practice homework assignments will be given for extra review between sessions. This class will focus on the re-designed S.A.T. which starts March 2016. Maximum enrollment is 5 students.

EDP146 | **8 hours** | **$149 fee**

INSTRUCTOR: **Chanin Storm**

| 5814 | MW 6:15pm – 8:15pm | 9/12–9/21 | L112 |
| 5815 | TTh 6:15pm – 8:15pm | 9/13–9/22 | L112 |

INSTRUCTOR: **Dara Markowitz**

| 5816 | MW 6:15pm – 8:15pm | 10/17–10/26 | L112 |
| 5817 | TTh 6:15pm – 8:15pm | 10/18–10/27 | L112 |

INSTRUCTOR: **Chanin Storm**

| 5818 | MW 6:15pm – 8:15pm | 11/9–11/21 | L112 |
| 5819 | TTh 6:15pm – 8:15pm | 11/10–11/22 | L112 |

Study Skills and Test Taking Strategies for High School Students

Studying and a good night's sleep are only a part of getting good results on an exam. In this class, students will explore different strategies and techniques that will enable them to score well on essay, multiple choice, quantitative/math, true/false or open book. Note-taking tips, how to reduce anxiety, study skills and tips, and last minute topic review (cramming techniques) will be covered. Slow down, breathe deep, and take this class. It is designed to help students learn study skills that will provide them with the necessary skills to be successful in high school and college.

EDP147 | **8 hours** | **$99 fee**

INSTRUCTOR: **Chanin Storm**

| 5820 | MW 4pm – 6pm | 9/26–10/5 | L112 |

Study Skills and Test Taking Strategies for Middle School Students

How to get organized, take good notes and study effectively are just a few of the techniques you will discover in this class that brings test-taking strategies and study skills together in a fun-filled and relaxed atmosphere. Learn methods to keep track of important papers and assignments, figure out how long assignments may take and discover how to break big projects into smaller ones. Slow down, breathe deep and take this class. It will teach you the skills needed to be successful in middle school and beyond.

EDP148 | **8 hours** | **$99 fee**

INSTRUCTOR: **Chanin Storm**

| 5821 | TTh 4pm – 6pm | 10/4–10/13 | H256 |

HOME SCHOOL ENRICHMENT

ART

Fine Art for Home School Students: Celebrating Female Artists

Discover and celebrate the talent and accomplishments of great female artists Georgia O'Keefe, Mary Cassatt, Grandma Moses, Faith Ringgold and Frida Kahlo (to name a few). Using a variety of painting, drawing and design techniques in this hands-on class, students will explore how to incorporate culture and style into art, reflecting the attitude, courage and talent of the female artist, while developing an appreciation for the many voices of the creative female in the world of art.

AGES 12–16

HSE204 | **12 hours** | **$119 fee**

INSTRUCTOR: **Jeanne McDermott**

| 5427 | F 12pm – 2pm | 10/28–12/9* | F118 |
| | *No class 11/25.* | | |

HISTORY, LITERATURE, WRITING & LANGUAGE

An Age of Exploration: History and Literature for Home School

This dynamic unit focuses on the European voyages of exploration that took place during the 15th - 17th centuries and the discovery of a "New World". Participants should be prepared to read two middle grade historic fiction novels independently. Class will include book discussion and a mix of complementary activities. For information and book titles, please contact instructor at Dmarkowitz@Frederick.edu. Additional materials will be provided.

AGES 11–15

HSE351 | **12 hours** | **$119 fee**

INSTRUCTOR: **Dara Markowitz**

| 5431 | F 10am – 12pm | 9/9–10/14 | TBA |

Aztecs, Incas and Mayas: History and Literature for Home School

This unit focuses on the civilizations that existed prior to the European arrival in the Americas. Participants should be prepared to read two middle grade historic fiction novels independently. Class will include book discussion and a mix of complementary activities. For information and book titles, please contact instructor at Dmarkowitz@Frederick.edu. Additional materials will be provided.

AGES 11–15

HSE352 | **12 hours** | **$119 fee**

INSTRUCTOR: **Dara Markowitz**

5432   F 10am – 12pm   10/28–12/9* TBA
           No class 11/25.

Introduction to Chinese Culture and Language for Home School Students

Students will gain an increased interest and understanding of Chinese culture and language in this innovative program. Music, history, games and art are employed to stimulate a multi-sensory experience. Students will explore and get to know Chinese calligraphy and paper cutting, Chinese Yo-Yo, and even Chinese dragons as they participate in activities designed to learn about this rich and diverse country.

AGES 7–12

HSE350 | **12 hours** | **$119 fee**

INSTRUCTOR: **Mei Hong**

5430   F 3:30pm – 5:30pm   10/14–11/18 E125

SCIENCE & MATH

High School Chemistry for Home School Students – Part A

Must be currently taking or have completed Algebra 1. This course will provide an overview of the basics needed to provide depth of understanding in chemistry. The course is divided into nine week trimesters, Parts A, B, and C. Combined, the trimesters are intended to provide the student with a full year of credit in high school chemistry. Each class will meet for three hours per day. Part A will cover the following units: Foundations of Chemistry; Matter, Atoms, Elements & Compounds; The Periodic Table; Organic Chemistry; Acids & Bases. The course will consist of lecture, laboratory work in a chemistry lab equipped with gas jets and a fume hood, class activities and required homework. Students are expected to complete all assignments and be prepared for class each week. Attendance in class is extremely important and it is the student's responsibility to make up any missed work. Access to a computer outside of class is necessary for online classroom accessibility. Students will receive grades and will be based on the following: Labs and Mini-labs 50%, Quizzes and Tests 25%, Classwork and Homework 25%. Required: Lab Apron and Goggles; All students must wear closed toe shoes to class.

AGES 15–17

HSE300 | **27 hours** | **$212 fee**

INSTRUCTOR: **Lisa Duckworth**

5428   F 9am – 12pm   9/16–11/11   C237

Murder and Mayhem at FCC: Forensic Science to the Rescue

Oh No! There's been a murder at FCC. Investigate the crime, collect the clues and learn how to solve the case using forensic science. Fingerprints, blood, DNA, tire tracks, hair and fibers and other evidence will be investigated. Don't let the crime go unsolved.

AGES 10–13

HSE173 | **10 hours** | **$109 fee**

INSTRUCTOR: **Lisa Duckworth**

5425   F 1pm – 3pm   9/16–10/14   E125

Build a Bridge

Combine engineering and physics in this hands-on class as you learn about the physics of bridge building. Build and test bridges made out of paper, straws, toothpicks, marshmallows, gumdrops, Popsicle sticks and even pasta! How much weight can your bridge creation hold up?

AGES 10–13

HSE174 | **8 hours** | **$89 fee**

INSTRUCTOR: **Lisa Duckworth**

5426   F 1pm – 3pm   10/21–11/11 E125

High School Chemistry for Home School Students – Part B

Must be currently taking or have completed Algebra 1. This course will provide an overview of the basics needed to provide depth of understanding in chemistry. The course is divided into nine week trimesters, Parts A, B and C. Combined, the trimesters are intended to provide the student with a full year of credit in high school chemistry. Each class will meet for three hours per day. Part B will cover the following units: Chemical Equations & Reactions; Thermochemistry; Chemical Kinetics & Equilibrium; Nuclear Chemistry. The course will consist of lecture, laboratory work in a chemistry lab equipped with gas jets and a fume hood, class activities and required homework. Students are expected to complete all assignments and be prepared for class each week. Attendance in class is extremely important and it is the student's responsibility to make up any missed work. Access to a computer outside of class is necessary for online classroom accessibility. Students will receive grades and will be based on the following: Labs and Minilabs 50%, Quizzes and Tests 25%, Classwork and Homework 25%. Required: Lab Apron and Goggles; All students must wear closed toe shoes to class.

AGES 15–17

HSE301 | **27 hours** | **$212 fee**

INSTRUCTOR: **Lisa Duckworth**

5429   F 9am – 12pm   12/9–2/17*   TBA
           No class 12/23, 12/30.

> **Register early. Each course has a maximum number of students that can enroll, and popular courses may fill quickly.**
>
> **Course cancellation decisions due to low enrollment are typically made three business days prior to the course start date.**
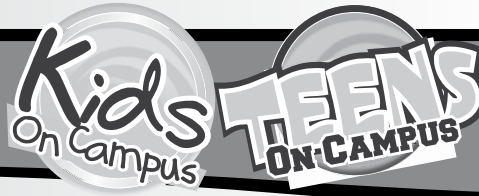
PROGRAM GUIDELINES

Emergency Contact Form

Required for all courses and must be completed before a child can participate in a program, this form is completed online as a part of the registration process. If, for any reason a form is not on file for your child, one will be provided at the beginning of the first day of class to be completed and signed by an authorized guardian.

CLASSES: Pick Up/Drop Off Procedures

Students may be signed in and dropped off no more than 10 minutes before class begins. Students must be picked up promptly at the end of class.

Students ages 4 to 12

• Children must be signed in and out from their classroom by an authorized adult.
• The college will only release your child to those listed as "authorized" on the Parental Consent Agreement.

Teen Students age 13 and over

• With a signed Pick-Up Authorization Form on file, teens may sign themselves out.
• Pick-Up Authorization Forms are available by contacting Kidsoncampus@frederick.edu or calling 301.846.2661.
• Without a signed Pick-up Authorization Form on file, teens must be signed out of class by an authorized adult.

Marketing/Campus Photography

As Frederick Community College is a public institution, students, employees and visitors may be photographed and appear in marketing materials without prior permission. To that degree, children may be photographed or videotaped while at FCC. If you wish to have your child(ren) excluded from these activities, please indicate this request on the KOC/TOC Emergency Contact Form.

KIDS & TEENS ON CAMPUS

Design And Sew Like A Professional

No sewing experience is required in this class where you will learn how to safely and confidently operate a sewing machine and make trendy projects that look like you have been sewing for years! Learn how to creatively use straight stitches while you design and make a one-of-a-kind faux knitted scarf. Try your hand at a creative project where you will learn an interesting twist on how to sew on a patch! You will complete all these projects and perhaps a few more if time permits. Have fun, be creative, and learn something new!

AGES 8–12

YOS249 | 12 hours | $109 fee

INSTRUCTOR: **Deborah Parsons**

5697	S 9am – 12pm		9/17–10/15*	E106
	*No class 10/1.			

Design and Sew: American Girl Doll Creations

Create a one-of-a-kind ensemble and accessories for your American Girl Doll. Using hand sewing methods as well as sewing machines, each student will make a pillow or blanket plus an outfit for their favorite doll. Previous sewing experience is helpful but not necessary.

AGES 8–12

YOS549 | 12 hours | $109 fee

INSTRUCTOR: **Deborah Parsons**

5701	S 9am – 12pm	10/22–11/12	E106

One Day Safe Sitter Training with CPR

Good babysitters are always in command and this class will help you gain skills needed to do the job well. This one day condensed curriculum designed for busy schedules includes babysitting business ideas, child care essentials, safety for the sitter, injury management and preventing problem behavior. Students will also learn how to perform infant and child choking rescue and child CPR. A certificate will be awarded at the conclusion of the class. Students should bring a bag lunch.

AGES 12–15

YOS635 | 7 hours | $75 fee

INSTRUCTOR: **Debbie Shaw**

5703	S 9am – 4pm	10/1	E123
5705	S 9am – 4pm	11/5	E125

Computer Programming – Translating the Code

Students will explore computer programming, learn how to write code and develop an understanding of how popular Apps work as they design fun and functional computer programs. Using animated games and interactive art, they will create and share their very own computer programs.

AGES 8–12

YOS640 | 15 hours | $139 fee

INSTRUCTOR: **Michael Moss**

5708	S 9am – 12pm	9/17–10/15	C211A

Advanced Computer Programming – Translating the Code

Step deeper into the world of code and learn how to write you own computer programs. Students will explore programming languages and will work to strengthen their understanding of how coding works. A prerequisite for this class is KOC640 Computer Programming- Translating the Code.

AGES 8–12

YOS641 | **15 hours** | **$139 fee**

INSTRUCTOR: **Michael Moss**

5710	S 9am – 12pm	10/29–12/10*	E107
	No class 11/5, 11/26.		

Video Game Design

Do you love to play video games? Have you ever thought about designing your own game? In this course you will get a chance to work with the premier game engines that the pros use. Video games are an emerging art form that combines writing, cinematography, painting and programming into one medium. Learn how to design fun and efficient game levels as well as techniques for properly pacing a story line for a game. Design any type of game you want, from racing, action and puzzle games to old school side scrolling games. If playing games is not enough for you, then video game design just may be your calling!

AGES 9–14

YOS509 | **15 hours** | **$139 fee**

INSTRUCTOR: **Nicholas Pingatore**

5699	S 9am – 12pm	9/17–10/15	E107

How to Build a PC

Building your own PC can be a cost effective and rewarding experience for anybody. In this hands-on class students will not only learn to repair and troubleshoot PC issues, but they will also learn how to build a PC from the ground up as well as how to maintain and install Windows. Overclocking CPUs and GPUs will be performed for gaming enthusiasts. Computer components and tools will be provided.

AGES 9–14

YOS642 | **15 hours** | **$139 fee**

INSTRUCTOR: **Nicholas Pingatore**

5711	S 9am – 12pm	10/29–12/10*	E123
	No class 11/5, 11/26.		

KIDS ON CAMPUS

Skating Together: Mommy & Me

This class is designed for children 3-5 years old and their parent to become comfortable in their skates as well as standing independently on the ice. Each lesson will consist of 1/2 hour of on-ice instruction. Don't miss out on this unique opportunity? Space is limited!

AGES 3–5

KOC392 | **4 hours** | **$105 fee**

INSTRUCTOR: **CE Instructor**

5537	T 10:30am – 11am	11/1–1/10*	Skate Frederick
	No class 11/22, 12/20, 12/27.		

Learn to Skate for Beginners

Ice skating is a great way to exercise and have fun at the same time! Learn to march forward across ice, two-foot glide, glide forward dip, forward and backward swizzle action, two-foot swizzles, snowplow stop, two-foot hop, and more in this group-lesson class. Class fees include a 30-minute lesson, rental skates, and a pass to 8 public skate sessions. All classes are held at Skate Frederick, 1288 Riverbend Way, Frederick, Maryland.

KOC135 | **4 hours** | **$105 fee**

INSTRUCTOR: **CE Instructor**

AGES 4–5

5485	W 5:30pm – 6pm	9/7–10/26	Skate Frederick
5488	S 9:30am – 10am	9/10–10/29	Skate Frederick
5491	W 5:30pm – 6pm *No class 11/23.*	11/2–1/11*	Skate Frederick
5513	S 9:30am – 10am *No class 11/26.*	11/5–1/14*	Skate Frederick
5513	S 9:30am – 10am *No class 12/24.*	11/5–1/14*	Skate Frederick
5513	S 9:30am – 10am *No class 12/31.*	11/5–1/14*	Skate Frederick

AGES 6–7

5486	W 5:30pm – 6pm	9/7–10/26	Skate Frederick
5489	S 9:30am – 10am	9/10–10/29	Skate Frederick
5501	W 5:30pm – 6pm *No class 11/23.*	11/2–1/11*	Skate Frederick
5520	S 9:30am – 10am *No class 12/31.*	11/5–1/14*	Skate Frederick

AGES 8+

5487	W 6pm – 6:30pm	9/7–10/26	Skate Frederick
5490	S 10:30am – 11am	9/10–10/29	Skate Frederick
5506	W 6pm – 6:30pm *No class 12/28.*	11/2–1/11*	Skate Frederick
5529	S 10:30am – 11am *No class 11/26.*	11/5–1/14*	Skate Frederick

ALL DAY ENRICHMENT PROGRAMS

LUNCH BUNCH!

Bring Your Own Lunch Bunch

If you are signing up for a morning plus an afternoon class, you are required to sign up for Bring Your Own Lunch Bunch. (If you are signing up for a single class that is scheduled from 8:30 – 4:30, Bring Your Own Lunch Bunch is already included.) Supervised by KOC staff and some fun-loving Kids on Campus assistants, you will have the chance to visit with friends or maybe sit back and relax with a good book. Other activities might include puzzles, games, LEGOS and arts and craft activities. Bring a healthy lunch and a cold drink and please remember, Kids on Campus is NUT FREE! (but crazy, nutty kids are welcome. We do not mean THAT kind of nuts!)

AGES 7–11

KID303 | **1 hours** | **$5 fee**

INSTRUCTOR: **CE Instructor**

5460	F 12pm – 1pm	9/23	E Building
5461	M 12pm – 1pm	10/3	E Building
5462	W 12pm – 1pm	10/12	E Building
5463	M 12pm – 1pm	10/31	E Building
5464	T 12pm – 1pm	11/8	E Building

FRIDAY, SEPTEMBER 23, 2016

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Debbie Shaw**

| 5478 | F 8:30am – 12pm | 9/23 | E Building |

One, Two, Three BLAST OFF!

Can you build a space ship that will carry a crew to Mars? What's the best way to travel through the Milky Way? Using LEGOS and other materials, construct space vehicles, cosmic bodies, solar systems and rocket ships in this hands-on class.

AGES 7–11

KID404 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Ryan Hahn**

| 5470 | F 8:30am – 12pm | 9/23 | E Building |

May the Force Be With You

Working in small groups, you will learn about the characters and history of the Star Wars series as you build vehicles and structures using LEGO kits. Which fleet will you command?

AGES 7–11

KID403 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Ryan Hahn**

| 5468 | F 1pm – 4:30pm | 9/23 | E Building |

Reduce, Re-use, Recycle and Re-purpose

As Grandma always says, "Don't throw that away!" Bring your own recyclable treasures if you'd like and join us in exploring different ways to re-purpose everyday items for fun and functional use. There will be a small "junkyard" for each student to forage through, as well as plenty of mixed media materials to embellish your new and improved creations.

AGES 7–11

KID260 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Debbie Shaw**

| 5455 | F 1pm – 4:30pm | 9/23 | E Building |

MONDAY, OCTOBER 3, 2016

Gelli-printing for All Day Fun

Open the door to the wonderful world of printmaking possibilities. Learn how to make extraordinary creative prints using homemade gelatin! Using ink, acrylic paint, organic and inorganic materials, explore fun layering techniques, texture and design layout while creating one-of-kind prints. Sometimes art can be messy, so bring a smock or an apron if you have one!

AGES 7–11

KID302 | **8 hours** | **$69 fee**

INSTRUCTOR: **Debbie Shaw**

| 5458 | M 8:30am – 4:30pm | 10/3 | E Building |

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Deborah Parsons**

| 5479 | M 8:30am – 12pm | 10/3 | E Building |

LEGO Mindstorms: Fun With Robots

This class may be shorter than the summer Kids on Campus experience, but it is just as awesome! Working with a partner in this hands-on robot laboratory, you will build and program a robot using your creativity, problem solving skills and logic. Your enthusiasm and imagination will be utilized as you learn key STEM concepts!

AGES 7–11

KID120 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Ryan Hahn**

5454   M 8:30am – 12pm   10/3   E Building

Paper Roller Coasters

Create incredible paper roller coasters using strips of heavy paper. By folding, cutting, and taping the paper strips together, design and build sturdy roller coasters that are five feet tall!

AGES 7–11

KID405 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Lisa Duckworth**

5472   M 1pm – 4:30pm   10/3   E Building

Explore China Through Chinese Games

Learn basic Chinese phrases through the history and rules of popular games from China. By the end of the class, students will be comfortable challenging Chinese friends to a game of Mah Jong or Chinese Chess!

AGES 7–11

KID400 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **CE Instructor**

5465   M 1pm – 4:30pm   10/3   E Building

WEDNESDAY, OCTOBER 12, 2016

Fossils – Unearthing Secrets from the Stones: All Day Explorations!

Fossils are clues to help understand the history of life, past climates and ancient landscapes. Insects, animal bones, shark teeth, shells, fish and dinosaurs have all been found in fossils and have a story to tell about long ago. Find out how fossils were formed, check out some ancient relics from thousands of years ago and create your own fossils as you release your inner Paleontologist.

AGES 7–11

KID271 | **8 hours** | **$69 fee**

INSTRUCTOR: **Debbie Shaw**

5456   W 8:30am – 4:30pm   10/12   E Building

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Deborah Parsons**

5480   W 8:30am – 12pm   10/12   E Building

May the Force Be With You

Working in small groups, you will learn about the characters and history of the Star Wars series as you build vehicles and structures using LEGO kits. Which fleet will you command?

AGES 7–11

KID403 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Ryan Hahn**

5469   W 8:30am – 12pm   10/12   E Building

Bubble-ology: The Study of Soap Bubbles

Combining imagination, fun and science, create bubbles, devise a bubble blowing instrument and test dish washing brands to see which makes the best bubbles. What makes the biggest bubbles? When will bubbles pop? Make some bubbles that will last for days!

AGES 7–11

KID407 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Lisa Duckworth**

5476   W 1pm – 4:30pm   10/12   E Building

One, Two, Three BLAST OFF!

Can you build a space ship that will carry a crew to Mars? What's the best way to travel through the Milky Way? Using LEGOS and other materials, construct space vehicles, cosmic bodies, solar systems and rocket ships in this hands-on class.

AGES 7–11

KID404 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Ryan Hahn**

5471   W 1pm – 4:30pm   10/12   E Building

MONDAY, OCTOBER 31, 2016

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **CE Instructor**

5481   M 8:30am – 12pm   10/31   E Building

Slime Time

Slime….It oozes, it's sticky, it bounces, it's magnetic, it changes color and it even glows. Make different types and colors of Slime, Flubber, and Oobleck, including slime that is heat sensitive and glows in the dark. Science with a lot of fun thrown in!

AGES 7–11

KID406 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Lisa Duckworth**

5475   M 8:30am – 12pm   10/31   E Building

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **CE Instructor**

5482   M 1pm – 4:30pm   10/31   E Building

Grossology: The Science of All Things Gross

Our bodies are made up of many gross things like blood, snot, warts and eyeballs. Learn about the importance of these things, make some fake blood, snot and warts and then dissect an eyeball. What more can you ask for?

AGES 7–11

KID402 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Lisa Duckworth**

5467   M 1pm – 4:30pm   10/31   E Building

TUESDAY, NOVEMBER 8, 2016

Video Production

Are you interested in becoming a reporter just like you see on the news? How about a weatherman or weatherwoman? Learn how to create a news broadcast as you create a script, work with cameras, explore a sound board, act and direct in a live news show.

AGES 7–11

KID409 | **8 hours** | **$69 fee**

INSTRUCTOR: **CE Instructor**

5484   T 8:30am – 4:30pm   11/8   E Building

LEGO Mindstorm: Robot Races

LEGO Mindstorm: Robot Races! Students will spend the morning creating and building robots with LEGO Mindstorm Robots. Then the fun ensues in this all day class as they set up challenges and roadblocks using a computer and an infrared transmitter. Can their robot win the race? Students only need to bring along their enthusiasm and imagination and they'll have a blast with robotics fun!

AGES 7–11

KID119 | **8 hours** | **$69 fee**

INSTRUCTOR: **Ryan Hahn**

5453   T 8:30am – 4:30pm   11/8   E Building

Crafty Kids

Pipe cleaners, Duct tape, craft sticks and glue - put it all together and what do you have? A feast for the imagination, that's what! This class is all about creative fun, using your imagination and exploring the oh-so-many things you can make out of the multitude of items found in the Kids on Campus craft supply closet! If you love to "craft" this class is for you.

AGES 7–11

KID408 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **CE Instructor**

5483   T 8:30am – 12pm   11/8   E Building

Bubble-ology: The Study of Soap Bubbles

Combining imagination, fun and science, create bubbles, devise a bubble blowing instrument and test dish washing brands to see which makes the best bubbles. What makes the biggest bubbles? When will bubbles pop? Make some bubbles that will last for days!

AGES 7–11

KID407 | **3.5 hours** | **$34 fee**

INSTRUCTOR: **Lisa Duckworth**

5477   T 1pm – 4:30pm   11/8   E Building

FCC's Adult Education Program

Adult Basic Education & High School Diploma Preparation for adults and out-of-school youth 17 and over.

↓ **Learn more about our Adult Education programs**

High School Diploma Preparation Classes
Preparing for your high school diploma?
Adults and out-of-school youth 17 or older can get ready to test for a Maryland high school diploma.

Adult Basic Education Classes
Need to build basic skills in reading, writing or math?
The Adult Education Program offers small classes, friendly instructors, and a relaxed atmosphere.

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

> **Pass the GED® exam**
Take and pass all four sections of the GED® test – Language Arts, Math, Science, and Social Studies to receive a Maryland high school diploma. More information at: www.gogedgo.org.

> **Complete the National External Diploma Program**
Earn a traditional high school diploma through NEDP's innovative approach. If you qualify, you can work from home, the library, or wherever you have a computer. The program is flexible and confidential and can be completed in 6 to 12 months. Use the skills you've gained from life and experience to demonstrate your high school level skills.
More information at: www.casas.org/nedp

VISIT OUR WEBSITE

→ **Adult Basic Ed, GED Test Prep & National External Diploma**
www.frederick.edu/adulted
240.629.7962
adulted@frederick.edu

Office located in Building A, Annapolis Hall, Suite 106
Monday - Thursday 8:30am - 8pm
Friday 8:30am - 4:30pm

Basic ESL

FCC's basic ESL program provides instruction in reading, writing, listening, speaking, grammar, vocabulary, and pronunciation skills. Courses are for students 17 years of age or older who have had little or no English training, and who are NOT enrolled in high school.

Learn more about our ESL programs below ⬇

We offer:

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

Most classes are held two times per week for three hours and are offered at a variety of times including day, evening, and Saturday options at multiple locations throughout the county, including:

- Frederick Community College, main campus
- FCC's Monroe Center on Monroe Avenue
- Frederick High School

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

CONTACT US

Basic ESL
Adult Education
240.629.7962
adulted@frederick.edu

Orientation Schedule

➔ **Take the first step by attending a free orientation session.**

Date	Time	Location
8/3/16	9am	FCC, H261
8/4/16	6:30pm	FCC, H251
8/9/16	9am	FCC, H261
8/11/16	6:30pm	FCC, H251
8/13/16	9am	FCC, E109
8/31/16	9am	FCC, E100
9/8/16	6:30pm	Frederick High School
9/14/16	6:30pm	Frederick High School
9/15/16	9am 6:30pm	FCC, E109 FCC, E126C
9/17/16	9am	FCC, E109
10/10/16	6:30pm	Frederick High School
10/11/16	6:30pm	FCC, E126C
10/17/16	9am 6:30pm	FCC, E100 Frederick High School
10/24/16	6:30pm	Frederick High School
11/1/16	9am	FCC, E108
11/2/16	6:30pm	FCC, E126C

Orientations take approximately three hours to complete and are given in two parts (the date for part two will be given out at part one). Saturday orientations last approximately 5 hours. You do not need to register for an orientation. (Childcare is NOT provided; please, no children at orientation.)

English as a Second Language

(ESL) at FCC

FCC offers ESL courses for immigrants, international students, and professionals who want to improve their English language skills. With three programs to choose from, we are sure you will find the right class for you!

↓ **Learn more about our ESL programs below**

Basic ESL	Targeted ESL	Academic ESL (credit)
• Free classes for students who need to learn basic English	• Fee-based classes for students who have an intermediate or higher level of English.	• Tuition-based classes for students with high-intermediate or higher proficiency in formal English.
• Courses teach students English for life and work:	• Courses focus on specific English skills: for example, oral skills development, reading, writing, and grammar.	• Courses focus on developing academic English in grammar, reading, writing, speaking, and listening.
• Improving day-to-day communication	• Courses are designed to transition students from basic English to formal professional or academic English.	• Courses are designed to prepare students for the rigor of degree programs and/or professional communication.
• Understanding American culture		• Students may be eligible for federal financial aid.
• Functional skills like using money, shopping, reading signs, etc.		• These courses count toward credit requirements for F-1 visas.

For information about Academic ESL, refer to the college's credit course catalog or online schedule at frederick.edu.

REGISTER ONLINE

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

Important Notes
- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- To pay for classes by cash, check, or money order, please register in person in our new Registration Office in the Conference Center.

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

REGISTER IN PERSON

CEWD Registration Office - Conference Center - E Building

New! The Continuing Education & Workforce Development Registration Office is now located in the Conference Center (E-113). Visit us for assistance with online registration and to register in person.

M-Th 8:30 a.m. - 7 p.m. • F 8:30 a.m. - 4:30 p.m.
301.624.2888 • CEInfo@Frederick.edu

Please continue to visit Jefferson Hall (J Building) for student services including Admissions, Counseling & Advising, and Financial Aid. Learn more at frederick.edu (keyword: admissions).

REGISTRATION FEES

Registration Fee - A $5 per-term* registration fee is due at the time of registration. Subject to change, this fee is only refundable when FCC cancels a class or a student drops a class at least one business day prior to class start AND the canceled/dropped course is the only class the student has enrolled in during the designated term.

Out-of-County Fee - Maryland students residing outside of Frederick County are charged an additional $5 per class*.

Out-of-State Fee - Non-Maryland residents are charged an additional $10 per class*.

Terms are defined as January 1 through June 30, and July 1 through December 31.

REGISTER FOR ONLINE CLASSES

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

Technical Requirements
Internet access, email and Internet Explorer or Mozilla Firefox browser.

TO REGISTER AND ACCESS YOUR CLASS

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

Blackboard
The below courses 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: DRF104
- Building Trades: ELC167, ELC168 , ELC166, ELC169, HVC121, HVC126, HVC128, HVC127
- Business: SMB114
- Child Care: CHI113, CHI114, CHI131, CHI
- Hospitality: HCT101, HCT102

ADDITIONAL ONLINE COURSES

Students registering for the below online courses will receive an email with information on accessing the online component upon registration, or within 48 hours prior to the class start date.

- Pesticide Use & Safety: CPD381 - CPD390
- Child Care: CHI151 and CHI300-CHI336
- Medical Billing & Coding: CAH244
- Real Estate: REA353 - REA356

DROPPING A CLASS

Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least one business day before the beginning date of the class, with the exception of Kids on Campus/Teens on Campus classes which require students to drop two business days prior to class start date. Students electing to drop a class can do so by completing the CEWD Drop/Transfer form available at https://frederick.augusoft.net/Customers/Frederick/files/CEWD_2016_Drop_Transfer_Form.pdf. This form must be submitted to the CEWD Registration Office located in the FCC Conference Center, Building E, by e-mail to CERequest@frederick.edu, or by fax at 301-624-2749. Students may choose to transfer their funds toward an alternate class.

Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.

COURSE REFUND POLICY

If FCC cancels a class, all applicable tuition and fees are refunded to students. If a student wants to withdraw from a class and receive a refund, please see the "Dropping a Class" section. Payments made by credit and debit card are refunded directly to student's credit or debit card account. Refund for payments made by cash, check, or a money order will be mailed to the student usually within 10 to 14 business days.

Please note, refunds are determined based on the date a request is received. Exceptions to this policy must be requested in writing to the Vice President of Continuing Education & Workforce Development and are made on a case-by-case basis. Contact us with questions at 301.624.2888.

SENIOR CITIZEN STUDENTS   SW

Tuition on select eligible courses is waived for Maryland residents 60 years of age and older. Associated course fees (books and/or supplies) may still apply and are due at the time of registration. Eligible courses are identified by the "SW" icon following course descriptions. Please contact FCC Student Accounts at 301.846.2658 for assistance or additional information.

DISABLED AND RETIRED STUDENTS   RW

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 6 credits per semester. To receive a disabled and retired waiver of tuitions, students are required to:

- Provide certification of total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or Federal Office of Personnel Management.
- Submit payment of course fees (required to hold classes).

For additional information and assistance, contact us at 301.846.2480 or visit frederick.edu (keyword: Continuing Education Payment Options).

TUITION PAYMENT PLAN

Students in select Continuing Education & Workforce Development programs (noted below) may enroll in an interest-free Tuition Payment Plan whereby participants authorize FCC to collect a pre-determined monthly payment from a checking account, debit card or credit card. A $25 non-refundable enrollment fee is required to participate.

Tuition Payment Plan Programs include:

- Certified Nursing Assistant (CNA)
- Phlebotomy
- Medical Billing & Coding
- Frontline Leadership
- SHRM-CP and SHRM-SCP Certification Exam Prep
- Home Inspection Pre-Licensure
- Certificate in Web Development
- FastTrac NewVenture
- Commercial Driver's License - CDL Class B Training
- Personal Trainer
- Dental Assisting
- Sterile Processing
- Veterinary Assistant

For additional information and assistance, contact us at 301.624.2888, by email at CEInfo@frederick.edu, or visit frederick.edu (keyword: Tuition & Fees).

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.

Employees of businesses that operate within Frederick County are eligible for in-county tuition, regardless of their legal domicile. The employee must provide verification of current employment from the human resources office of the Frederick County business at the time of registration.

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

BOOKSTORE
(STUDENT CENTER, ROOM H-117)

Continuing Education textbooks can be purchased a week prior to the class start date.

Monday – Thursday. . . . . .8:30am to 8pm
Friday . . . . 8:30am to 1pm

SERVICES FOR STUDENTS WITH DISABILITIES

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life. The particular needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the Services for Students with Disabilities office as early as possible after applying for admission. Call 301.846.2408. Reasonable accommodations, based on documentation, are then offered to qualified students for courses and placement testing. Students in need of sign language interpreting services should contact the office two weeks prior to the beginning of classes to ensure services are in place.

Requests for sign language interpreting may be made to the Coordinator for Deaf/Hard of Hearing Services at 301.846.2476 (Voice) or via e-mail at interpreting@frederick.edu.

CONTINUING EDUCATION RECORD

Please contact the Welcome Center in writing to obtain a copy of your noncredit course record. Course records contain a student's complete noncredit course history as of July 1, 2001. Beginning fall 2004, the record also records whether a CEU-bearing course was successfully completed.

The Continuing Education Certificate is an informal award (does not count towards a degree or academic certificate requirements) offered by Frederick Community College. The certificate is awarded in identified noncredit instructional areas for individual courses or an identified sequence of courses generally totaling 90 or more hours of instruction leading to an occupational objective. Instruction typically consists of noncredit learning experiences but may also include credit coursework.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

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

ALTERNATE CALENDARS

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

CONTINUING EDUCATION UNITS (CEU)

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

AGE REQUIREMENT

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

Certain programs offered by the Institute for Learning in Retirement are offered as special benefits for seniors, and include a minimum age for participation in the program or activity, as is permitted by federal law. Classes may be opened to other interested individuals if space is available. [Authority: 34 CFR 110.16]

COLLEGE POLICIES & PROCEDURES

All students agree to abide by the policies and procedures of Frederick Community College, 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.

SCHOLARSHIPS

Scholarships are available for students who enroll in continuing education programs. Students interested in applying for Continuing Education scholarships should email foundation@frederick.edu and include CE scholarships in the subject line.

FCC Main Campus
7932 Opossumtown Pike • Frederick, MD 21702

LOCATION KEY

FCC classes are held on the college's main campus, at the Monroe Center, online and offsite at various locations throughout the county.

Campus Locations

FCC/A–Annapolis Hall
FCC/B–Braddock Hall
FCC/C–Catoctin Hall
FCC/D–Athletics Center
FCC/E–Conference Center
FCC/F–Visual & Performing Arts Center
FCC/G–Gambrill Hall
FCC/H–Student Center
FCC/J–Jefferson Hall
FCC/L–Linganore Hall
FCC/P–Plant Operations
FCC/SH–Sweadner Hall
FCC/K–Mercer-Akre Kiln

Off Campus Locations

Hagerstown Community College–11400 Robinwood Drive
Hagerstown, MD 21742 • 240.500.2000

Monocacy Middle School (MMS)–8009 Opossumtown Pike
Frederick, MD 21702 • 240.236.4700

Monroe Center–200 Monroe Avenue • Frederick, MD 21701
240.629.7900

Skate Frederick–1288 Riverbend Way • Frederick, MD 21701
301.662.7362

Sol Yoga Studio–56 West Patrick Street • Frederick, MD 21701
877.765.9642

Visit frederick.edu for complete directions.

Experience something

purposeful

Healthcare

**CNA • Dental Assisting
Medical Billing and Coding
Phlebotomy • Sterile Processing**

See page 32.

Frederick Community College
Expect Something Different

Experience something
empowering

Business & Technology Programs
Workforce Development

Frontline Leadership

New and emerging leaders develop supervisory skills for hospitality, retail, business, and manufacturing fields. In-depth courses teach effective supervision techniques, critical thinking strategies, operations management, and more.

Mon & Wed • 10/3-12/5 • 51 hours • $1,499

FastTrac NewVenture

Aspiring entrepreneurs work to grow a concept into a company with expert instruction from the world's largest entrepreneurship foundation. Participants build a comprehensive business plan and thoroughly align it with current market opportunities. Upon completion of the course, entrepreneurs are informed and prepared to strategically launch an enterprise.

Mon & Wed • 9/13-11/15 • 30 hours • $599

Web Design & Development

Participants gain expertise in 5 prevalent coding languages to build individual portfolios that merge design and function. With its lucrative earning potential and vast opportunities in the local job market, Web Designer/Developer is consistently ranked amongst the best available careers.

Tues-Thurs • 9/6/16-1/19/17 • 144 hours • $2,699

Kathi Groover • Program Manager • 301-846-2682 • kgroover@frederick.edu • frederick.edu/BusinessCareers

Frederick Community College
Expect Something Different

Experience something

riveting

Sam Beatty
FCC Alumni
Building Trades – Welding

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