Frederick Community College

CONTINUING EDUCATION

& WORKFORCE DEVELOPMENT

Winter/Spring 2018 Class Schedule

Tech Connect

Accelerated IT Career Training
Employer-Aligned, Job-Focused.

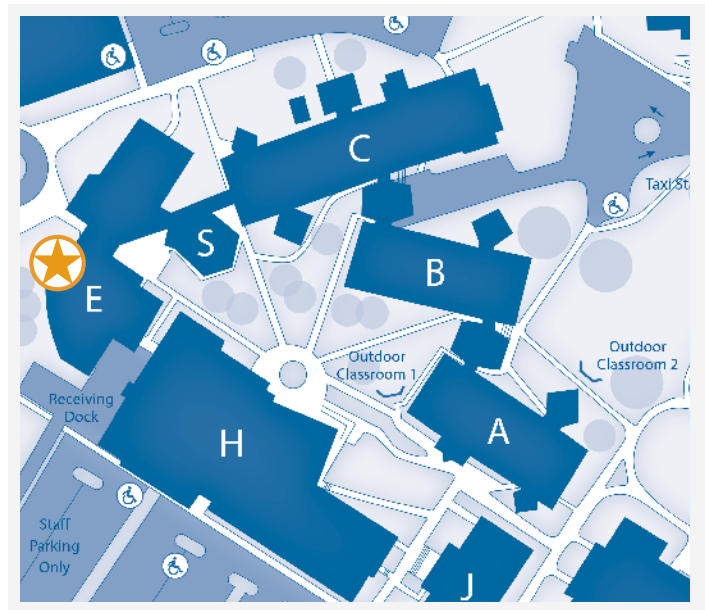# Winter & Spring Registration

N O W   O P E N

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

M-Th 8:30am – 7pm

F 8:30am – 4:30pm

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.

On the cover: Tech Connect participant Joshua Shaw. Tech Connect is an America's Promise Job-Driven grant program, an initiative of the U.S. Department of Labor Employment and Training Administration (DOLETA). Frederick Community College is a consortium member of the Capital Region Collaborative: Jobs for Technology.

Table of Contents

■ Register for Classes

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

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

■ Phone Numbers

- Registration Information 301.624.2888

- 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. Payment plans are available for select programs. See page 38 for information.

■ Dropping a class

See page 38 for instructions.

■ Refunds

Applicable refunds are provided by check or electronic payment depending on initial payment method. See page 38 for details.

HOSPITALITY, CULINARY & TOURISM

TRADES & VOCATIONAL TRAINING

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

QuickBooks Online Essentials

Learn the benefits and how to use QuickBooks Online software. This course is for both the accountant and non-accountant student. The purpose of the course is to teach you how to successfully navigate and use QuickBooks Online Essentials as your business' accounting software. It is also useful for those who have used previous versions of QuickBooks and want to learn about new layouts or features. Through detailed step-by-step explanations and hands-on exercises, individuals receive immediate reinforcement of accounting concepts and apply their skills through practice exercises. By the end of the course you will be able to maneuver within the QuickBooks Online ecosystem and know about apps that integrate with the software so that you can expand your use to support your needs.

SMB190 | **24 hours** | **$299** ($209 tuition + $90 fees)

INSTRUCTOR: **Megan Riffle**

| 7607 | M, W 5:30pm - 8:30pm | 4/30–5/23 | Monroe Center /MC142 |

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 mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. 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**

7628	Online	1/17–2/23
7629	Online	2/14–3/23
7630	Online	3/14–4/20
7631	Online	4/11–5/18
7632	Online	5/16–6/22

NEW! Introduction to QuickBooks 2016

Gain control of your financial accounting using this powerful software program, including how to create statements and invoices and track payables and receivables. QuickBooks is designed for individuals needing a fully functional accounting system that's also quick and easy to use. In just 12 lessons, students will master the tools required to take control of their personal or business financial accounting needs.

ONL192 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7652	Online	1/17–2/23
7653	Online	2/14–3/23
7654	Online	3/14–4/20
7655	Online	4/11–5/18
7656	Online	5/16–6/22

NEW! Intermediate QuickBooks 2016

Go beyond the basic features and learn how to use QuickBooks to its full potential. This course helps you master QuickBooks' more advanced features and applications, including managing multiple company files, exporting and importing list data, making journal entries, managing inventory, monitoring discounts/credits, and tracking business vehicle mileage. The course concludes with a discussion on how to track loans and use the budgeting feature to better plan and control your business. Whether you're a small business owner, bookkeeper, or accountant needing a QuickBooks refresher, this course will make you more confident and secure in accounting for your business.

ONL191 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7647	Online	1/17–2/23
7648	Online	2/14–3/23
7649	Online	3/14–4/20
7650	Online	4/11–5/18
7651	Online	5/16–6/22

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

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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

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

INSTRUCTOR: **CE Instructor**

7663	Online	1/17–2/23
7664	Online	2/14–3/23
7665	Online	3/14–4/20
7667	Online	4/11–5/18
7668	Online	5/16–6/22

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, explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

Note: Requirements: Completion of Charlene Messier's online Accounting Fundamentals course (or equivalent experience).

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

INSTRUCTOR: **CE Instructor**

7669	Online	1/17–2/23
7670	Online	2/14–3/23
7671	Online	3/14–4/20
7672	Online	4/11–5/18
7673	Online	5/16–6/22

BUSINESS

ENTREPRENEURSHIP

Start Your Own Business

Learn more about financing, licenses, taxes, entities, record keeping, business plans, marketing and more. This comprehensive course will teach you the steps you need to take and help you to evaluate your idea and its market feasibility.

SMB100 | **6 hours** | **$99** ($74 tuition + $25 fees)

INSTRUCTOR: **Brett Kraimer**

| 7606 | Sat 9:30am - 12:30pm | 3/3–3/10 | Monroe Center /MC104 |

FOUNDATIONAL SKILLS

Administrative Assistant Fundamentals

This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL501 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

7716	Online	1/17–2/23
7717	Online	2/14–3/23
7718	Online	3/14–4/20

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

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Administrative Assistant Applications

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship, discover ethics and organizational politics, and understand the basics of human resources management. This course may help you prepare for the internationally-recognized Certified Administrative Professional exam offered by the International Association of Administrative Professionals. Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals.

ONL502 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7720	Online	3/14–4/20
7721	Online	4/11–5/18
7722	Online	5/16–6/22

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 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, 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**

7676	Online	1/17–2/23
7677	Online	3/14–4/20
7678	Online	5/16–6/22

Fundamentals of Supervision and Management II

In this six-week online course, you will learn how to be a more effective manager or supervisor. Master the basics of communication and how to develop your interpersonal skills. Learn to assess your own personality and the personalities of your co-workers and develop a plan of action to improve your work relationships. This course is a good choice for those looking for project management experience and/or those aspiring to obtain a Project Management Institute credential. It is 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, receive a certificate indicating your completion of PDUs equal to the number of hours of this course.

ONL326 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

| 7680 | Online | 3/14–4/20 |
| 7681 | Online | 5/16–6/22 |

BUSINESS WRITING

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. 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**

7713	Online	1/17–2/23
7714	Online	2/14–3/23
7715	Online	3/14–4/20

Grammar Refresher II

Take your grammar and writing skills to the next level! In this course, review the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. Explore sentence structure, adjective and adverb use, and be introduced to some best practices for using these parts of speech effectively in your writing. See how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing.

ONL504 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7724	Online	3/14–4/20
7725	Online	4/11–5/18
7726	Online	5/16–6/22

⬛ **ONL Note:** Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

A to Z Grant Writing

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

ONL310 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| 7674 | Online | 2/14–3/23 |
| 7675 | Online | 4/11–5/18 |

PROJECT MANAGEMENT

PMP and CAPM Certification Exam Prep

Looking to gain the coveted project management CAPM or PMP credential? Participants will review all material covered in the Project Management Institute (PMI), A Guide to the Project Management Body of Knowledge (PMBOK® Guide), which covers a review of the required body of knowledge, including project scope, life cycle, and management methodologies. Students also review and discuss practice test questions for a comprehensive understanding of what to expect when taking the PMP® exam. Designed for today's busy professional, this is an on campus course offering additional support beyond the classroom with weekly virtual study groups, exam practice sessions and online access to class content (in the event you can't attend one of the scheduled classes). Registered participants also have the option of a one-on-one instructor session for assistance completing the PMP® Exam application. Project Masters, Inc. is a registered PMI education provider.

Note: Course materials are included in price.

MGT383 | **42 hours** | **$2,495** ($998 tuition + $1497 fees)

INSTRUCTOR: **Charles Quansah**

| 7598 | Sat 9am - 4pm | 4/7–5/19 | Monroe Center /MC105 |

SCRUM Master Certified

Scrum Master Certified (SMC™) professionals are facilitators who ensure that the Scrum Team is provided with an environment conducive to completing the project successfully. The Scrum Master guides, facilitates, and teaches Scrum practices to everyone involved in the project, clears impediments for the team, and ensures that Scrum processes are being followed. This course prepares participants for the SCRUM Master Certification Exam with quality hands-on training and exploration of case studies. Course fee includes copy of the SBOK™ Guide and certification exam fee. Successful candidates will be awarded the Scrum Master Certified (SMC™) certification by SCRUM study after passing the certification exam. 12 Project Management Institute PDUs are awarded.

Note: Course materials are included in price.

MGT384 | **12 hours** | **$1,074** ($430 tuition + $644 fees)

INSTRUCTOR: **Charles Quansah**

| 7599 | M, W 6pm - 9pm | 3/12–3/21 | Monroe Center /MC142 |

Project Management Fundamentals

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

ONL525 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7738	Online	1/17–2/23
7739	Online	3/14–4/20
7740	Online	5/16–6/22

Project Management Applications

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

Note: Requirements: Completion of Project Management Fundamentals (or equivalent experience).

ONL524 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

| 7735 | Online | 3/14–4/20 |
| 7736 | Online | 5/16–6/22 |

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Certification & Licensure

DRONE TECHNOLOGY

NEW! UAS - Drone FAA Remote Pilot Certification Prep

If you hold a current Remote Pilot Certification, are looking to brush up on your knowledge for recertification, or are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, then this course will cover the application process and prepare you for the exam. It focuses on the objectives that relate to the Aeronautical Knowledge Test which allows successful students to obtain the FAA Airman Certificate. This certificate is necessary to apply for and obtain the Remote Pilot Certificate. This course is held in partnership with Carroll Community College.

Note: This class is held at Carroll Community College, 1601 Washington Rd., Westminster, MD 21157, Room P522.

CPD603 | **6 hours** | **$149** ($36 tuition + $113 fees)

INSTRUCTOR: **CE Instructor**

| 7595 | M, W 6pm - 8pm | 4/16–4/23 | OFF CAMPUS |

NEW! UAS - Drone Flight School

Course includes hands-on flight instruction and practice. Students will practice flying in both a lab setting using flight simulation software and outdoors with a drone that is included in the course cost. Initially, students will learn best practices and basic controls for flying their drones without GPS. Once students master basic flight they will learn to fly the drone through First Person View (FPV) in real time through the drones' on-board camera. This course is held in partnership with Carroll Community College.

Note: This class is held at: Dream Flight School, Carroll County Regional Airport, 200 Airport Dr., Westminster, MD 21157.

CPD604 | **16 hours** | **$549** ($289 tuition + $260 fees)

INSTRUCTOR: **CE Instructor**

| 7596 | Sat, Sun 8am - 5pm | 4/7–4/8 | OFF CAMPUS |

NEW! UAS - Drone Ground School

Whether you are interested in flying a drone for recreation or in starting a drone based business, this class will discuss the need to know regulations. Learn about Drone technology and applications including government, commercial and hobby applications. This course will also address issues related to drone flight and how it effects privacy and other legal issues as well as governing bodies and current regulations. This course will cover the guidelines and regulations of the Remote Pilot-Small Unmanned Aircraft Systems so students are aware of the Airman Certification Standards. This course is held in partnership with Carroll Community College.

Note: This class is held at: Carroll Community College, 1601 Washington Rd., Westminster, MD 21157, Room P522.

CPD605 | **16 hours** | **$349** ($96 tuition + $253 fees)

INSTRUCTOR: **CE Instructor**

| 7597 | M, W 6pm - 8pm | 2/26–3/21 | OFF CAMPUS |

REAL ESTATE PRE-LICENSURE

Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland. This course is eligible for a FCC payment plan. Please contact the Student Accounts Office at 301.846.2658 for details.

Note: A textbook is required for this class.

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

INSTRUCTOR: **CE Instructor**

7593	M-F 9am - 4pm	2/12–2/28	Monroe Center /MC105
7594	Tu, Th 6pm - 9pm	3/13–6/19*	Monroe Center /MC105
	No class 3/29.		

Principles and Practices of Real Estate In Maryland

This course is designed for those planning to take the Maryland Real Estate Licensing Examination. Participants attending the required 60+ hours* and receiving a 70% or better on the final examination will receive a certificate to take the state examination. *The State of Maryland requires at least 60 hours of classroom instruction for students to sit for the Maryland Real Estate Commission Licensing Exam. There are no exceptions to this requirement. As such, students will be required to sign in/out and be on time for each class; those that arrive 10+ minutes late to a class will be considered absent for the entire class.

Note: A textbook is required for this class.

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

INSTRUCTOR: **Matt Verdin**

| 7746 | Tu, Th 6pm - 9pm | 2/27–5/17* | Monroe Center /MC114 |
| | *No class 3/29.* | | |

🔒 **ONL Note:** Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

PERSONAL TRAINING

Essentials of Personal Training

This course is designed for those preparing for the National Association of Sports Medicine certified personal training (CPT) certification exam and includes preparation both in classroom and through hands-on learning. The NASM Certified Personal Trainer (CPT) program is built on an evidence-based research and training model and scientific principles of fitness that prepares students in multiple aspects of the fitness training field. NASM exam registration and access to online review materials included in the course.

Note: Prerequisite or Corequisite; PFT103: Methods of Fitness and Conditioning and PFT104: Methods of Strength Training (similar coursework can be assessed for a waiver by program manager. Contact dstoffer@frederick.edu).

PFT106 | **77.5 hours** | **$1,087** ($588 tuition + $499 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

7743   Tu, Th 5pm - 7:35pm   1/30–5/17*   COLIST
No class 3/29.

Methods of Fitness and Conditioning

This course is designed for those who will be assisting others with exercise. The course integrates fitness research and application and emphasizes teaching methodologies employed in group exercise training programs. Student will apply teaching methodologies through individual and group training. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT103 | **17.5 hours** | **$144** ($120 tuition + $24 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

7741   Tu, Th 11am - 12:15pm   4/3–5/17   COLIST

Methods of Strength Training

This course is designed for those who will be assisting others in a weight-training program such as physical education instructors, personal trainers or physical education educators. The course emphasizes teaching methodologies employed in muscular fitness training programs. Students will apply teaching methodologies through individual and group training activities. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT104 | **17.5 hours** | **$144** ($120 tuition + $24 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

7742   Tu, Th 11am - 12:15pm   1/30–3/15   COLIST

CHILD CARE CAREER PREPARATION

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** | **$319** ($114 tuition + $205 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

7568   Online   1/5–2/23
7569   Online   4/20–6/8

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. This class is held in partnership with Howard Community College.

Note: Textbook is included and will be provided as a download in the online course.

CHI311 | **45 hours** | **$319** ($114 tuition + $205 fees) 🔲 SW

INSTRUCTOR: **CE Instructor**

7576   Online   1/17–3/7
7577   Online   5/2–6/20

🖱 **ONL Note:** Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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 (proposed) 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** | **$319** ($114 tuition + $205 fees)

INSTRUCTOR: **CE Instructor**

| 7570 | Online | 1/10–2/28 |
| 7571 | Online | 4/18–6/6 |

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** | **$319** ($114 tuition + $205 fees)

INSTRUCTOR: **CE Instructor**

| 7572 | Online | 1/22–3/12 |
| 7573 | Online | 4/16–6/4 |

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. 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.

CHI310 | **45 hours** | **$319** ($114 tuition + $205 fees)

INSTRUCTOR: **CE Instructor**

| 7574 | Online | 2/5–3/26 |
| 7575 | Online | 5/14–6/18 |

CHILD CARE PROFESSIONAL DEVELOPMENT

Including All Children and the ADA

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

Note: You may register 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** ($15 tuition + $35 fees)

INSTRUCTOR: **CE Instructor**

| 7578 | Online | 1/3–3/23 |
| 7580 | Online | 4/10–6/15 |

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Business & Technology
On-Demand Online

Business and technology courses at FCC provide affordable and convenient education, professional development and job training opportunities essential to success in today's fast-paced workplace. Offerings are available online, 24 hours a day, seven days a week.

ON-DEMAND ONLINE BUSINESS CLASSES

Non Profit and Grant Writing
• Advanced Grant Proposal Writing	ONL317	$119
• Get Grants!	ONL320	$119
• Nonprofit Fundraising Essentials	ONL322	$119

ON-DEMAND ONLINE TECHNOLOGY CLASSES

Computer Applications
• Introduction to QuickBooks 2013	ONL162	$149
• Intermediate QuickBooks 2014	ONL178	$149
• Performing Payroll in QuickBooks 2014	ONL180	$149
• Introduction to Microsoft Outlook 2010	ONL160	$119
• Introduction to Microsoft Outlook 2013	ONL164	$119
• Intermediate Microsoft Excel 2013	ONL182	$119
• Advanced Microsoft Excel 2013	ONL181	$119

Programming and Web Development
• Intermediate Java Programming	ONL188	$149
• Intermediate SQL	ONL157	$149
• Intermediate C# Programming	ONL187	$149
• Writing Effective Web Content	ONL186	$119
• Introduction to Dreamweaver CS6	ONL159	$119

IT Certification Prep
• Advanced CompTIA A+ Certification Prep	ONL352	$149
• CompTIA Network+ Certification Prep	ONL358	$149
• CompTIA Security + Certification Prep 2	ONL361	$149

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301.624.2756 • CEBusiness@frederick.edu

PRAXIS

Praxis Core Preparation

Course content provides essential skills needed to successfully prepare for and pass the test. Become familiar with various questions appearing on the reading, writing, and math tests. Learn useful test-taking strategies and practice with questions similar to those on the exam. Course includes an opportunity to take a full-length practice test in each subject area. Featuring clear explanations, numerous examples, graphics, animation, and videos, instruction is designed to provide full exam preparation.

ONL346 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7682	Online	1/17–2/23
7683	Online	2/14–3/23
7684	Online	3/14–4/20
7686	Online	4/11–5/18
7687	Online	5/16–6/22

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: **Ellen Mercier**

| 7590 | M, W 4pm - 6pm | 5/14–5/23 | Monroe Center /MC105 |

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: **Ellen Mercier**

| 7591 | M, W 4pm - 6pm | 4/30–5/9 | Monroe Center /MC105 |

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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 in which you need additional preparation. Improve test taking skills while reviewing reading, writing and/or math requirements of the test.

Note: To arrange your tutoring session please contact Cheryl Henman 301-846-2421 or chenman@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 hour** │ **$50** ($20 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

| 7592 | TBA | 1/2–6/30 | TBA |

Child Care

Professional Development On-Demand Online

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

ON-DEMAND ONLINE CLASSES

| Sudden Infant Death Syndrome | CHI151 | 2 hours | $35 |
| Supporting Breastfeeding in Child Care | CHI312 | 3 hours | $50 |

frederick.edu/OnDemand

301.624.2756 • CEBusiness@frederick.edu

ILR 55+

INSTITUTE FOR LEARNING IN RETIREMENT

Frederick County's premier knowledge and discovery destination, ILR is specially designed for adults age 55+. Join us to learn a new language, explore the world of creative arts, discuss history and current events, delve into philosophy and cultures, go on-the-road exploring. ILR schedule will be available in late December.

- Creative Arts & Music
- Computers, Internet & Technology
- Health & Fitness
- History, Cultures & Current Issues
- Hobbies & Languages
- Life Planning & Finances
- Literature, Theater, Writing
- Philosophy, Religion & Exploration
- Science & Nature

Mary Beth Liller • 301.846.2405 • mliller@frederick.edu • www.ILRatFCC.com

YOUTH PROGRAMS

All-new youth programs are now enrolling. See what's happening at FCC this spring!

Homeschool Enrichment

Delivering high-quality instruction in fully-equipped facilities, our STEM, arts, history and literature programs offer affordable and unique educational experiences to compliment at-home learning.

SAT Prep

Get ready for the SAT! Our small class sizes are perfect for delivering individualized instruction. Our experienced instructors will assist with exam structure review, practice questions, test-taking techniques, strategies, and more.

Saturday Classes

Our programs focus on the fun side of learning! Classes include How to Build a PC, Safe Sitter, Computer Arts, and more!

Karen Freeman • 301.846.2661 • kfreeman@frederick.edu • Frederick.edu/Youth

Computers & Technology

MAKERSPACE

NEW! Introduction to Electronics

Prototype and build your own circuit around the popular 555 timer chip in a hands-on workshop utilizing breadboards to teach the prototyping of circuits. Experiment with simple components and build simple circuits while learning the fundamental concepts of electrical engineering, including ohms law, signal flow, and basic circuit analysis for digital and analog circuits. Discuss voltage divider principles used to design circuits for sensors. Explore Electronic Design Software to create and analyze basic circuits and circuit simulation, problem solving and assembly of electronic systems. Completed projects may be taken home with the kit to use and to practice your skills.

MKR101 │ **4 hours** │ **$109** ($44 tuition + $65 fees)

INSTRUCTOR: **Glenn Mossy**

| 7603 | Sat 9am - 1pm | 2/24 | Monroe Center /MC135 |

NEW! Introduction to Physical Computing: Arduino

Discover Arduino - an open-source electronic prototyping platform enabling users to create interactive electronic objects. In our hands-on introduction to physical computing, use an Arduino microcontroller together with a circuit playground that serves as a platform for lessons in physical computing programming. With C programming language, develop Arduino sketches to upload and run on the device. Explore a variety of programming methods including structure, variables, functions and libraries while learning about digital inputs and outputs as information is passed between Arduino and computer. Complete several projects in class and then take home the circuit playground to fine-tune your skills.

MKR103 │ **4 hours** │ **$79** ($39 tuition + $40 fees)

INSTRUCTOR: **Glenn Mossy**

| 7605 | Sat 9am - 1pm | 3/24 | Monroe Center /MC135 |

NEW! Introduction to Microcontrollers

Welcome to the world of microcontrollers! Learn the fundamental concepts of microcontrollers (small computers on a single integrated circuit) on the popular Arduino platform. Delve into the world of microcontrollers in a hands-on workshop utilizing electronic components to learn prototyping of electronic circuits with microcontroller operation. Use the breadboard to connect components to the microcontroller and then use prewritten code to program the Arduino to interact with components. Keep the kit to take home and use it to fine-tune your new skills.

MKR100 │ **4 hours** │ **$115** ($40 tuition + $75 fees)

INSTRUCTOR: **Glenn Mossy**

| 7601 | Sat 9am - 1pm | 4/21 | Monroe Center /MC135 |

NEW! Introduction to Rapid Prototyping with 3D Printing

With today's advancing technology, objects can be fabricated from a computer model and a 3D printer applying "additive layer manufacturing" technology to "print" individual thin layers in a specific pattern. Ideal for rapid prototyping, this process creates a solid structure in a relatively short period of time. Discover how to obtain and create a 3D model for prototyping and learn the basics of setup and printing on 3D printers. Understand 3D printing concepts, discuss terminology and methods, and get hands-on experience in our brand new lab by "printing" a new object for yourself.

MKR102 │ **4 hours** │ **$79** ($34 tuition + $45 fees)

INSTRUCTOR: **Glenn Mossy**

| 7604 | Sat 9am - 1pm | 5/5 | Monroe Center /MC135 |

COMPUTER & SOFTWARE APPLICATIONS

Keyboarding

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

Note: Requirements: A Microsoft Windows-based PC, Windows 2000, XP, Windows 7, or Windows 8 operating system. When the class starts, receive instructions in Lesson 1 for downloading and installing a working copy of Keyboarding Pro 5. (Note: It will take more than one hour to download this program.) Please do not purchase or download the software from another source. This course is not suitable for Macintosh users.

ONL148 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7615	Online	1/17–2/23
7616	Online	2/14–3/23
7617	Online	4/11–5/18

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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. Prerequisites: None.

Note: A textbook is required for this course.

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

INSTRUCTOR: **Tom Dawson**

7581   Tu, Th 6pm - 9pm   1/11–1/18   Monroe Center/MC135

NEW! **Introduction to SharePoint**

Shine in your organization by learning to collaborate, share content, and become more efficient with team related tasks in SharePoint. This course will explain the fundamentals of working with SharePoint to include a basic understanding of navigating a team site, creating and sharing documents, and workflows with fellow members of the team. Additionally, the course touches on how to sync contents from SharePoint 2016 collaboration spaces to different team applications. By the end of the class you will have developed a working knowledge of SharePoint and how to use the application to improve collaboration amongst your team.

Note: A textbook is required for this course.

CMS290 | **6 hours** | **$95** ($65 tuition + $30 fees)

INSTRUCTOR: **CE Instructor**

7589   Sat 9am - 3pm   4/14   Monroe Center /MC142

MS OFFICE SUITE WORKSHOPS

Microsoft Foundation Series: Computer Skills

Novice users and those looking for formal training in Microsoft Office 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 series 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 a discounted series price (including Microsoft: Windows Basics, Microsoft Word: Level 1, Microsoft Excel: Level 1, and Microsoft PowerPoint: Level 1) or take each course 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.

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

INSTRUCTOR: **Tom Dawson**

7582   Tu, Th 6pm - 9pm   1/11–3/6   Monroe Center /MC135

Microsoft Word: Level 1

Learn the basic features and functions of Microsoft Word. 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, learn how to use the Help system and navigate documents. Next, 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. 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 (available at FCC Bookstore Main Campus).

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

INSTRUCTOR: **Tom Dawson**

7584   Tu, Th 6pm - 9pm   1/25–2/6   Monroe Center/MC135

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. 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. For comprehensive certification training students should complete Microsoft Word Levels 1, 2 and 3. Prerequisites: Microsoft Word Level 1 or equivalent experience.

Note: A textbook is required for this course (available at FCC Bookstore Main Campus).

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

INSTRUCTOR: **Tom Dawson**

7585   Tu, Th 6pm - 9pm   3/13–3/22   Monroe Center /MC135

Microsoft Excel: Level 1

Learn the basic features and functions of Microsoft Excel. 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, cover topics such as entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, creating charts, and more. After completing this course, you will be able to successfully move on to Microsoft Excel, Level 2. Prerequisites: Microsoft Windows: The Basics or equivalent experience.

Note: A textbook is required for this course (available at FCC Bookstore Main Campus).

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

INSTRUCTOR: **Tom Dawson**

7587   Tu, Th 6pm - 9pm   2/13–2/22   Monroe Center/MC135

Microsoft Excel: Level 2

Build on the skills and concepts taught in Microsoft Excel: Level 1. Level 2 provides thorough intermediate training. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced 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. 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 (available at FCC Bookstore Main Campus).

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

INSTRUCTOR: **Tom Dawson**

7586   Tu, Th 6pm - 9pm   4/3–4/12   Monroe Center /MC135

Microsoft PowerPoint: Level 1

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

Note: A textbook is required for this course (available at FCC Bookstore Main Campus).

CMS284 │ **6 hours** │ **$129** ($94 tuition + $35 fees)

INSTRUCTOR: **Tom Dawson**

7588   Tu, Th 6pm - 9pm   3/1–3/6   Monroe Center /MC135

Introduction to Microsoft Excel 2010

This course will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. 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. Discover 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 learn Excel step-by-step basics.

Note: Requirements: Microsoft Windows 8, Microsoft Windows 7, Vista, or XP; Microsoft Excel 2010 or Microsoft Office 2010 (the Home and Student Edition, Home and Business Edition, or Professional Edition) of Microsoft Office 2010 are all acceptable. This course is not suitable for Macintosh users, users of older versions of Microsoft Excel, or users of OpenOffice. "Starter Version" and "Web App" versions of Microsoft Excel 2010 will not work with the full version of Excel taught in this course.

ONL172 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7618   Online   1/17–2/23
7619   Online   3/14–4/20
7620   Online   5/16–6/22

<Tech Connect>
Accelerated IT Career Training

```
<body>

  <p> Tech Connect is a new grant-funded IT
  program offering career training in IT User
  Support, Healthcare IT, Network Engineering,
  and Software Development. Tech Connect is
  a non-credit program that includes project-
  based learning and work experience through
  in-person and online learning.
  Tuition is waived for participants.
  College fees may apply. </p>

  <p> Successful completion of this short-term
  training program prepares students to
  test for industry credentials recognized by
  area employers. Tech Connect provides job
  preparation, job search, and job placement
  supports for all participating students. </p>

  <p> Contact: Kathi Groover
  kgroover@frederick.edu • 301-846-2682
  frederick.edu/techconnect </p>

</body>
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ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Introduction to Microsoft Excel 2013

Become proficient in using Microsoft Excel 2013 and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013. By the completion of this course you will utilize this vital Office 2013 application like a pro.

Note: Requirements: Microsoft Windows 7 or Microsoft Windows 8; Microsoft Excel 2013 or Microsoft Office 2013 are acceptable. Please be sure to install the software on your computer before the course begins. This course is not suitable for Macintosh users who are using the Office Mac Home versions or for users of older versions of Microsoft Excel. "Starter Version" and "Web App" versions of Microsoft Excel 2013 will not work with the full version of Excel taught in this course.

ONL175 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

7624	Online	1/17–2/23
7625	Online	3/14–4/20
7627	Online	5/16–6/22

Intermediate Microsoft Excel 2010

Take your Excel skills to the next level! Master charting, Pivot Tables, 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, learn how to create informative, eye-catching charts and harness the power of Excel's data analysis and filtering tools. In addition, find out how easy it is to create macros that let you manipulate data with the push of a button. Also discover how to use Goal Seek and Solver and apply them to real-world problems. And 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!

Note: Requirements: Microsoft Windows 8, Microsoft Windows 7, Vista, or XP, and Microsoft Excel 2010 or Microsoft Excel Home and Student 2010 or Microsoft Office 2010 (the Home and Student Edition or Standard Edition of Microsoft Office 2010 is acceptable). Please be sure to install the software on your computer before the course begins. This course is not suitable for Macintosh users or for users of older versions of Microsoft Excel.

ONL173 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

| 7622 | Online | 3/14–4/20 |
| 7623 | Online | 5/16–6/22 |

PROGRAMMING AND WEB DEVELOPMENT

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, learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. By the end of this course, have a solid working knowledge of structured query language, feel confident in your ability to write SQL queries to create tables, retrieve data from single or multiple tables, delete, insert, and update data in a database, and gather significant statistics from data stored in a database.

Note: Requirements: Any type of computer with a Windows Operating System, and any desktop (stand alone, not required to run over a server) or client/server (required to run over a server) Database Management System (DBMS) that you are familiar with that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, Microsoft SQL Server, Oracle, MySQL, Sybase, PostgreSQL. Downloads and instructions for Microsoft Access and SQL Server are available in the course.

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

INSTRUCTOR: **CE Instructor**

7611	Online	1/17–2/23
7612	Online	3/14–4/20
7614	Online	5/16–6/22

Introduction to C# Programming

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

Note: Requirements: Microsoft Windows XP, Vista, 7 or 8.

ONL183 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7633	Online	1/17–2/23
7634	Online	3/14–4/20
7635	Online	5/16–6/22

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Introduction to Java Programming

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

Note: Requirements: Microsoft Windows 98 or better, Macintosh OS X or better, or Linux. You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and installation instructions are available in Lesson 4.

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

INSTRUCTOR: **CE Instructor**

7637	Online	1/17–2/23
7638	Online	3/14–4/20
7639	Online	5/16–6/22

Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code then moves on to more advanced topics. And no JavaScript course would be complete without a discussion of jQuery. This free "write less, do more" JavaScript library has become virtually synonymous with modern Web and mobile app development. By the end of the course, understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights.

Note: Requirements: A test editor or authoring tools for writing HTML and CSS code, and the knowledge to use that tool. Students should also have a good understanding of HTML and CSS prior to taking this course. Successful completion of Introduction to CSS3 and HTML5 and Intermediate CSS3 and HTML5 highly recommended.

ONL189 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7644	Online	1/17–2/23
7645	Online	3/14–4/20
7646	Online	5/16–6/22

Introduction to CSS3 and HTML5

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

Note: Requirements: A text editor (like Windows Notepad); basic computer skills; familiarity with files, folders, text editing, and copying and pasting. Completion of our online Creating Web Pages course (or equivalent experience with HTML and Web publishing) is recommended.

ONL195 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7657	Online	1/17–2/23
7658	Online	3/14–4/20
7659	Online	5/16–6/22

Intermediate CSS3 and HTML5

In this course take your CSS and HTML skills to the next level and learn how to create professional quality websites. Students will find out the methods the pros use to quickly build effective sites that are easy to maintain and modify, discover how to ensure creative control over every aspect of a site, and master specific techniques for using background images and controlling opacity, visibility, and scrollbars. Students will create effects for touch screens like the iPhone and iPad. Students will also discover wonderful easy-to-code methods for creating responsive layouts that scale well to all screen sizes and devices.

Note: Requirements: A simple text editor like TextEdit in Mac OS or Notepad in Windows, or other Web development tool, as well as basic computer skills and some familiarity with HTML and CSS. Successful completion of "Introduction to CSS3 and HTML5" course, or prior experience with HTML and Web publishing is recommended.

ONL196 | **24 hours** | **$149 fee**

INSTRUCTOR: **CE Instructor**

7660	Online	1/17–2/23
7661	Online	3/14–4/20
7662	Online	5/16–6/22

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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, learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, 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. 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**

7608	Online	1/17–2/23
7609	Online	3/14–4/20
7610	Online	5/16–6/22

Creating Web Pages II

Learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video. Students will write HTML code for page content and CSS code for page styling and master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. They will build interactive websites that collect information from visitors through email signup and feedback forms and 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. And in just a few weeks, students will design state-of-the-art websites that offer all the sophisticated elements that today's Web users expect.

Note: Requirements: This course is suitable for Windows or Mac users. You will need to download and install a free code editor for Windows or Mac.

ONL505 │ **24 hours** │ **$119 fee**

INSTRUCTOR: **CE Instructor**

7733	Online	3/14–4/20
7734	Online	5/16–6/22

IT CERTIFICATION PREPARATION

Basic CompTIA A+ Certification Prep

Discover the hardware common to virtually every personal computer from microprocessors, RAM and power supplies to motherboards, BIOS, CMOS, the expansion bus and input/output devices. Find out how it all works and how to configure these elements together. Learn how to troubleshoot in real world environments. Acquire foundational knowledge necessary for additional CompTIA A+ certification studies and the 220-801 and 220-802 exams.

Note: Certification exam is not included in course price. Requirements: A solid conceptual and practical knowledge of Windows (Vista, 7, or newer). It's also recommended that you have a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of electro-static discharge (to the machine, not the student), we do not require you to tear apart your own primary computer. This is, however, a class that trains you to be a hardware technician - having a machine to play with greatly helps your learning.

ONL350 │ **24 hours** │ **$149 fee**

INSTRUCTOR: **CE Instructor**

7689	Online	1/17–2/23
7690	Online	2/14–3/23
7691	Online	3/14–4/20
7692	Online	4/11–5/18
7693	Online	5/16–6/22

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

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. Examine and compare the features and structures of Windows XP, Vista, and 7. Toward the end of the course, get a deeper understanding of how we use virtualization and virtual machines in modern networks. Plus, 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.

Note: Certification exam is not included in course price. Requirements: Successful completion of the Basic CompTIA A+ Certification Prep course; access to a PC running Windows Bonus: access to a computer running macOS. Although this course focuses on operating systems, you should have access to a hard drive that you can install, format, and partition, and to a couple of Plug and Play devices that you can practice installing. Because of the dangers of electro-static discharge (to the machine, not the student), we do not require you to tear apart your own primary computer (and definitely do not recommend that you format or partition your primary hard drive!).

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

INSTRUCTOR: **CE Instructor**

7706	Online	3/14–4/20
7707	Online	4/11–5/18
7709	Online	5/16–6/22

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.

Note: Certification exam is not included in course price. 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. Requirements: CompTIA recommends that you have A+ and Network+ certifications, and two years on-the-job networking experience, prior to preparing for this exam. We don't require that much. But you should have substantial knowledge of TCP/IP networking prior to signing up for this course.

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

INSTRUCTOR: **CE Instructor**

7710	Online	1/17–2/23
7711	Online	3/14–4/20
7712	Online	5/16–6/22

ONL Note: Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Pest Control

On-Demand Online

Convenient, affordable and flexible classes provide an introduction to the industry along with essential knowledge and critical information to prepare individuals for success in the field. Approved by the Maryland Department of Agriculture, courses satisfy exam preparation requirements for Pesticide Applicator certification in the state of Maryland. You may register and begin the classes listed below anytime during the semester.

ON-DEMAND ONLINE CLASSES

Pesticide Use and Safety	CPD390	30 hours	$350
Right of Way Pest Control	CPD381	25 hours	$325
Aquatic Pest Weed Management	CPD382	36 hours	$350
General/Structural and Rodent Pest Management	CPD383	36 hours	$350
Ornamental Exterior Landscape IPM	CPD384	36 hours	$350
Ornamental Interior – Greenhouse IPM	CPD385	36 hours	$350
Public Health/Mosquito Control	CPD387	30 hours	$350
Termites and Other Wood Destroying Organisms	CPD388	30 hours	$325
Turfgrass IPM	CPD389	36 hours	$350

frederick.edu/OnDemand

240.629.7902 • buildingtrades@frederick.edu

LANGUAGE CLASSES

American Sign Language I $169

Mondays, 6-8:30pm
February 5-March 12
6 Sessions

American Sign Language II $169

Mondays, 6-8:30pm
March 19-April 23
6 Sessions

American Sign Language III $169

Mondays, 6-8:30pm
May 7-June 11
6 Sessions

Spanish – Basic $189

Tuesdays/Thursdays, 6:30-8:30pm
February 6-March 1 or May 8-31
8 Sessions

Spanish – Intermediate $189

Tuesdays/Thursdays, 6:30-8:30pm
March 6-April 3* or June 5-28
*skip date: March 29
8 Sessions

French – Basic $189

Mondays/Wednesdays, 6:30-8:30pm
January 29-February 21 or
April 23-May 16
8 Sessions

French – Intermediate $189

Mondays/Wednesdays, 6:30-8:30pm
February 26-March 21 or
May 21-June 13
8 Sessions

Taylor Smith • 301.624.2820 • tasmith@frederick.edu • frederick.edu/QuickEnroll

Healthcare Careers & Wellness

PERSONAL TRAINING

Essentials of Personal Training

This course is designed for those preparing for the National Association of Sports Medicine certified personal training (CPT) certification exam and includes preparation both in classroom and through hands-on learning. The NASM Certified Personal Trainer (CPT) program is built on an evidence-based research and training model and scientific principles of fitness that prepares students in multiple aspects of the fitness training field. NASM exam registration and access to online review materials included in the course.

Note: Prerequisite or Corequisite; PFT103: Methods of Fitness and Conditioning and PFT104: Methods of Strength Training (similar coursework can be assessed for a waiver by program manager. Contact dstoffer@frederick.edu).

PFT106 | **77.5 hours** | **$1,087** ($588 tuition + $499 fees) 🔲 🔲

INSTRUCTOR: **CE Instructor**

7743	Tu, Th 5pm - 7:35pm	1/30–5/17*	COLIST
	No class 3/29.		

Methods of Fitness and Conditioning

This course is designed for those who will be assisting others with exercise. The course integrates fitness research and application and emphasizes teaching methodologies employed in group exercise training programs. Student will apply teaching methodologies through individual and group training. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT103 | **17.5 hours** | **$144** ($120 tuition + $24 fees) 🔲 🔲

: CE Instructor

7741	Tu, Th 11am - 12:15pm	4/3–5/17	COLIST

Methods of Strength Training

This course is designed for those who will be assisting others in a weight-training program such as physical education instructors, personal trainers or physical education educators. The course emphasizes teaching methodologies employed in muscular fitness training programs. Students will apply teaching methodologies through individual and group training activities. This course is a required prerequisite to the Essentials of Personal Training course where students prepare for the National Association of Sports Medicine (NASM) personal training certification exam.

PFT104 | **17.5 hours** | **$144** ($120 tuition + $24 fees) 🔲 🔲

INSTRUCTOR: **CE Instructor**

7742	Tu, Th 11am - 12:15pm	1/30–3/15	COLIST

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. Engaging and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

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

INSTRUCTOR: **CE Instructor**

7719	Online	1/17–2/23
7723	Online	2/14–3/23
7727	Online	3/14–4/20
7728	Online	4/11–5/18
7729	Online	5/16–6/22
7730	Online	6/13–7/20

Introduction to Basic Anatomy and Physiology 🖱

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

ONL526 | **24 hours** | **$119 fee**

INSTRUCTOR: **CE Instructor**

7750	Online	1/17–2/23
7758	Online	2/14–3/23
7761	Online	3/14–4/20
7763	Online	4/11–5/18
7764	Online	5/16–6/22
7783	Online	6/13–7/20

Medical Coding for the Physician's Office-AAPC

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

CAH250 | **100 hours** | **$1,718** ($1,178 tuition + $540 fees) 🔲 🔲

INSTRUCTOR: **CE Instructor**

7708	Tu 6pm - 9:30pm	3/13–6/19	Monroe Center /MC142
7791	Tu 6pm - 9:30pm	6/26–10/23	Monroe Center /MC142

🖱 **ONL Note:** Multiple sections are available for this course. Please ensure the one for which you are registering is the date you want. Access information will be sent 24-48 hours before class start date.

Dental Assisting Program begins fall 2018. For more information, contact healthcarecareers@frederick.edu.

PHLEBOTOMY TECHNICIAN

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

The full program includes classroom and both in-class and on-site clinical practice at local health care facilities. This program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course. Background checks and materials are included. 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 the FCC main campus. For more information on this program contact FCC at 240.629.7904. *Payment plan available. Call 301.624.2888 for details.*

Prerequisites & other requirements:
• Placement into EN75 (or EN52) or ESL72 (Students will need to take placement tests at the FCC Testing Center))
• Provide proof of being 18 years of age or older at time of registration.
• CAH145 – Foundations for Healthcare Careers

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.
• 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.

Textbooks

Textbooks available at bookstore.frederick.edu

CAH145 Foundations for Healthcare Careers

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

Payment Plans Available
Take advantage of the FCC 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 CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

CAH483 Phlebotomy Technician Preparation I: Theoretical Applications

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

CAH484 Phlebotomy Technician Preparation II: Practical Applications

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

CAH 466 Phlebotomy Technician Clinical

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.

PHLEBOTOMY PROGRAM

CAH145	36 hours	$523 ($229 tuition + $294 fees)	
7759	M, Tu, Th 6pm - 9pm	1/29–2/22	Monroe Center /MC124
CAH483	**30 hours**	**$399** ($299 tuition + $100 fees)	
7790	Tu, Th 6pm - 9pm	2/27–4/5*	Monroe Center /MC124
	No class 3/29.		
CAH484	**45 hours**	**$499** ($399 tuition + $100 fees)	
7757	Tu, Th 6pm - 9pm	4/10–5/29	Monroe Center /MC124
CAH466	**100 hours**	**$635** ($435 tuition + $200 fees)	
7502	M-F 8am - 5pm	1/29–4/30	Off Campus

Total Program Hours: 211
Total Program Cost with CPR: $2,141

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 the FCC main campus. For more information on this program, contact 240.629.7904. *Payment plan available. Call 301.624.2888 for details.*

Prerequisites & other requirements:
• Placement into EN75 (or EN52) or ESL72 (Students will need to take placement tests at the FCC Testing Center)
• Provide proof of being 18 years of age or older at time of registration.
• CAH145 – Foundations for Healthcare Careers

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.
• 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.

Textbooks
Textbooks available at bookstore.frederick.edu

CAH145 Foundations for Healthcare Careers

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

CAH132 Certified Nursing Assistant, Part I

Become a Certified Nursing Assistant in just a few weeks. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with the clinicals, this course meets all eligibility requirements for CNA certification in the state of Maryland and prepares you for the Geriatric Nursing Assistant (GNA) test. The program requires study time outside of class and includes tests, both written and practical (hands on) skills, which must be passed prior to starting the clinical course. Prerequisites: Placement into EN52 or ESL72; CAH145 (Foundations for Healthcare Careers). Other Requirements: Must be at least 18 years of age; SAF157 or current American Heart Assn. Basic Life Support CPR card; Proof of negative TB test or chest X-ray; Physical Examination and proof of up-to-date immunizations; proof of health insurance; undergo background investigation, drug testing and fingerprinting (Background, drug testing and fingerprinting fees included in course fees).

CAH133 Certified Nursing Assistant, Part II

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

CAH114 Certified Nursing Assistant—Clinicals

Students will participate in supervised clinical rotations with experienced, certified nursing faculty in local health care facilities and will interact with residents performing all the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily. Students must sign up for CAH 132 & CAH 133 as a co-requisite.

CNA/GNA EVENING OPTION

CAH145	36 hours	$523 ($229 tuition + $294 fees)	TN SW
7759	M, Tu, Th 6pm - 9pm	1/29–2/22	Monroe Center /MC124
CAH132	**60 hours**	**$854** ($300 tuition + $554 fees)	TN SW
7751	M, Tu, Th 6pm - 9pm *No class 3/29.*	2/26–4/12*	Monroe Center /MC127
CAH133	**60 hours**	**$690** ($300 tuition + $390 fees)	TN SW
7754	M, Tu, Th 6pm - 9pm *No class 5/28.*	4/16–5/31*	Monroe Center /MC127
CAH114	**45 hours**	**$648** ($300 tuition + $348 fees)	TN SW
7749	M-F 4pm - 9pm	6/5–6/20	OFF CAMPUS

Total Program Hours: 201
Total Program Cost with CPR: $2,800

Payment Plans Available
Take advantage of the FCC 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 CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

CNA/GNA ACCELERATED OPTION

CAH145 | **36 hours** | **$523** ($229 tuition + $294 fees) 🔲 SW
7760   M-Th Th 9am - 2pm   3/5–3/15   Monroe Center /MC127

CAH132 | **60 hours** | **$854** ($300 tuition + $554 fees) 🔲 SW
7752   M-Th 9am - 2pm   3/19–4/12*   Monroe Center /MC127
         No class 3/28, 3/29.

CAH133 | **60 hours** | **$690** ($300 tuition + $390 fees) 🔲 SW
7755   M-Th 9am - 2pm   4/16–5/8   Monroe Center /MC127

CAH114 | **45 hours** | **$648** ($300 tuition + $348 fees) 🔲 SW
7748   M-F 9am - 2pm   5/10–5/25   OFF CAMPUS

Total Program Hours: 201
Total Program Cost with CPR: $2,800

CNA/GNA BOOTCAMP OPTION

CAH145 | **36 hours** | **$523** ($229 tuition + $294 fees) 🔲 SW
7762   M-Th 9am - 4pm   5/29–6/6   Monroe Center /MC126

CAH132 | **60 hours** | **$854** ($300 tuition + $554 fees) 🔲 SW
7753   M-Th 9am - 4pm   6/7–6/26   Monroe Center /MC127

CAH133 | **60 hours** | **$690** ($300 tuition + $390 fees) 🔲 SW
7756   M-Th 9am - 4pm   6/27–7/17*   Monroe Center /MC127
         No class 7/4.

CAH114 | **45 hours** | **$648** ($300 tuition + $348 fees) 🔲 SW
5000   M-F 9am - 4pm   7/19–8/3   OFF CAMPUS

Total Program Hours: 201
Total Program Cost with CPR: $2,800

PATIENT CARE TECHNICIAN

Patient Care Technician

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

Note: Other Requirements: Active CNA License from any state or proof of enrollment or completion of CNA program within the past 6 months.

CAH513 | **96 hours** | **$1,183** ($692 tuition + $491 fees) 🔲 SW
INSTRUCTOR: **CE Instructor**
7731   M, Tu, W, Th 9am - 2pm   4/30–6/6*   Monroe Center /MC126
         No class 5/28.

Allied Health
ACADEMY

Get Training in an Allied Health Field!

- Certified Nursing Assistant
- Phlebotomy Technician
- 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!
Call for more information:
FCC Office of Adult Services
301.846.2483 • frederick.edu

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

CPR & FIRST AID

CPR: Basic Life Support

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

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

INSTRUCTOR: **CE Instructor**

7770	F 9am - 3:30pm	1/26	FCC/E126AB
7771	Sat 8:30am - 3pm	2/10	FCC/E126AB
7772	F 9am - 3:30pm	2/23	Monroe Center /MC104
7773	Sat 8:30am - 3pm	3/10	FCC/E126AB
7774	F 9am - 3:30pm	3/23	Monroe Center /MC104
7775	F 9am - 3:30pm	4/13	FCC/E126AB
7776	Sat 8:30am - 3pm	4/21	FCC/E126AB
7777	F 9am - 3:30pm	5/11	Monroe Center /MC104
7778	Sat 8:30am - 3pm	5/19	FCC/E126AB
7779	F 9am - 3:30pm	6/15	Monroe Center /MC104
7780	Sat 9am - 3:30pm	6/23	FCC/E126AB

Heartsaver CPR/First Aid/AED

This Heartsaver¨ CPR/First Aid/AED teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

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

INSTRUCTOR: **CE Instructor**

7784	F 8:30am - 4pm	1/19	Monroe Center /MC104
7785	Tu, Th 6pm - 9:30pm	2/6–2/8	Monroe Center /MC104
7787	W 8:30am - 4pm	3/14	Monroe Center /MC126
7788	Sat 8:30am - 4pm	3/24	TBA
7789	M, W 6pm - 9:30pm	4/9–4/11	Monroe Center /MC104
7766	F 8:30am - 4pm	5/18	Monroe Center /MC126
7768	Tu 8:30am - 4pm	6/26	FCC/E126AB

Heartsaver First Aid

This course teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. Students learn duties and responsibilities of first aid rescuers; first aid actions for medical emergencies, including severe choking, heart attack, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones and sprains, and bites and stings. During the course, an AHA Instructor conducts video-based lessons and works with students to complete their first aid skills practice and testing. This course is for anyone with limited or no medical training who needs a course completion card in first aid to meet job or regulatory requirement or personal interest. Upon successful completion of this course, students receive an American Heart Association Heartsaver First Aid course completion card that is valid for 2 years.

SAF158 | **3 hours** | **$58** ($35 tuition + $23 fees)

INSTRUCTOR: **CE Instructor**

7781	Sat 9am - 12pm	1/13	FCC/E126AB
7782	W 6pm - 9pm	2/21	Monroe Center /MC104
7703	Th 6pm - 9pm	3/15	Monroe Center /MC104
7704	Sat 9am - 12pm	4/7	FCC/E126AB
7705	Tu 9am - 12pm	5/8	Monroe Center /MC104

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

LEARN TO RIDE

The FCC Motorcycle Safety Program offers two great ways for students to get licensed and ready to ride.

Basic Rider Course – $309
Wednesday, Thursday, Saturday, & Sunday

This 17-hour course is designed for a beginner rider who has limited riding experience and is seeking a class "M" license.

March 13-18 • April 4-8 • April 11-15 • April 18-22 • May 2-6 • May 16-20
May 30-June 3 • June 6-10 • June 20-24 • June 27-July 1

Alternate Basic Rider Course – $269
Saturday or Sunday, 7:30am-2:30pm

This one day class is for the experienced rider who is seeking a class "M" License.

March 25 • April 29 • May 12 • June 16

Additional sessions available in summer and fall. Visit frederick.edu/motorcycle

Taylor Smith • 301.624.2820 • tasmith@frederick.edu • frederick.edu/motorcycle

PHOTOGRAPHY CLASSES

Featured Classes

Get to Know Your Nikon DSLR – $89
Instructor: Cam Miller
Saturday, 9am-3:30pm
January 20 or March 31

Learn all about what camera settings and lenses to use to improve photographs.

Explore Your EOS Canon DSLR – $89
Instructor: Robert McMillan
Saturday, 9am-3:30pm
February 3 or April 28

Acquire a clear understanding of camera settings and menu items to enhance photographs.

Additional Classes

• **Flash Photography – $99**
 Saturday, 9am-3:30pm
 February 10

• **Elements of Composition – $99**
 Tuesdays, 6:30-8:30pm
 March 5-19

• **Photoshop Elements – $129**
 Mondays, 6:30-8:30pm
 February 19-March 12

• **Intro to the Creative Cloud – $159**
 Saturdays, 9am-12pm
 February 3-24

• **Flower Photography – $99**
 Saturday, 9am-3:30pm
 May 19

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Hospitality, Culinary & Tourism Institute

CULINARY SKILLS

Culinary Fundamentals

Examines the basic concepts related to the preparation of food and introduces culinary terms. Demonstrates skills in knife usage, recipe measurement and conversion, equipment identification and proper use, food identification. Reviews common culinary vocabulary, 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.

Note: Prerequisites: EN75 or (ESL72 & 73)

HCT100 | **12.5 hours** | **$144** ($120 tuition + $24 fees)

INSTRUCTOR: **CE Instructor**

7579   W. 6pm - 9pm   1/31–2/28   Monroe Center /MC117

Sanitation and Food Safety

Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to HACCP planning and implementation. Successful passing of the National Restaurant Association exam provides certification as a ServSafe Food Protection Manager Certification. Students will develop a HACCP plan. This course is co-listed with HOS121 as listed in the credit schedule. It is suggested that this course be taken concurrently with HCT101 Culinary I. This is an online class that requires completion of coursework using Blackboard.

Note: Prerequisites: EN75 or (ESL72 & 73). This course is co-listed with HOS121 as listed in the credit schedule. A textbook is required for this course and is available for purchase at the bookstore. It is suggested that this course be taken concurrently with HCT101 Culinary I.

HCT103 | **25 hours** | **$240** ($240 tuition + $0 fees)

INSTRUCTOR: **CE Instructor**

7600   Online   1/29–3/2

Purchasing and Cost Control

Examines food purchasing as a process and emphasizes the dynamics of managing the flow of food through the operation. Provides an introduction to food recognition and basic menu planning and their effects on production, service, labor and other financial control procedures. Emphasizes establishing operating standards, monitoring actual results and taking corrective action to account for variances. Introduces students to the budgeting process with strong emphasis placed on control of prime costs. Offers discussion on selection, training, and retention of employees and the effects of Human Resources functions on daily operations and cost control.

Note: Prerequisites: HCT101 Culinary I and HCT103 Sanitation and Food Safety or permission of program manager. This is a hybrid class that requires completion of coursework using Blackboard outside of class meeting times. This course is co-listed with HOS123 as listed in the credit schedule. A textbook is required for this course and is available for purchase at the bookstore.

HCT109 | **37.5 hours** | **$432** ($360 tuition + $72 fees)

INSTRUCTOR: **CE Instructor**

7626   M 6pm - 8:40pm   4/2–5/14   Monroe Center /MC117

HOSPITALITY/TOURISM MANAGEMENT

Introduction to Hospitality Management

Develops an understanding of the hospitality industry and introduces career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and food service establishments. Examines forces and issues 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.

Note: Prerequisites: EN75 or (ESL72 & 73). Course is co-listed with HOS110 as listed in the credit schedule. Online registration is not available. This hybrid class requires completion of coursework using Blackboard outside of class meeting times. A textbook is required and is available for purchase at the bookstore.

HCT102 | **37.5 hours** | **$432** ($360 tuition + $72 fees)

INSTRUCTOR: **CE Instructor**

7636   M 6pm - 8:40pm   1/29–3/12   Monroe Center /MC117

Event Management

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

Note: Prerequisites: EN75 or (ESL72 & 73). Course is co-listed with HOS161 as listed in the credit schedule. This hybrid class requires completion of coursework using Blackboard outside of class meeting times. A textbook is required and is available for purchase at the bookstore.

HCT104 | **37.5 hours** | **$432** ($360 tuition + $72 fees)

INSTRUCTOR: **CE Instructor**

7640   Tu 6pm - 8:40pm   1/30–3/13   Monroe Center /MC117

Hospitality Operations

Learn the primary responsibilities of a hospitality manager and the principles and practices involved in managing the day-to-day operations of a hospitality business. Topics include various aspects of hospitality operations such as utilizing hospitality applications and systems, delivering excellent customer service, managing complaints and resolving conflicts, maximizing sales, reading financial reports, determining staffing needs, understanding safety and security risks and controls, front office and housekeeping operations, and facility maintenance.

Note: Pre or Co-Requisite: HCT102 Intro to Hospitality Management and HCT103 Sanitation and Food Safety or permission of program manager. Hybrid class requires completion of coursework using Blackboard outside of class meeting times. Course is co-listed with HOS163 in credit schedule. A textbook is required and is available for purchase at the bookstore.

HCT108 | **37.5 hours** | **$432** ($360 tuition + $72 fees)

INSTRUCTOR: **CE Instructor**

7641   Th 6pm - 8:40pm   4/5–5/17   Monroe Center /MC117

cadence
MUSIC LESSONS

Every aspiring musician must begin with a conviction to learn; all seasoned artists cherish a lifelong commitment to refining their crafts. Frederick Community College is now offering monthly voice and instrument lessons taught by expert musicians. Lesson offerings include:

piano · voice · strings · flute percussion · brass · jazz · winds

Performance and needs-based scholarships available to students of all ages and abilities thanks to the generous support of the George L. Shields Scholarship Fund and other donors through the FCC Foundation.

Lessons begin at $118 a month.
Ensembles are available in January 2018.

For more information, visit
frederick.edu/cadence

Trades & Vocational Training

AUTOMOTIVE

NEW! Introduction to Automotive Technology

An introduction to the automotive service industry, this course familiarizes students with functions and operations of key components, vehicle inspections, tool and part identification/use, and shop safety. Students will also explore career paths and industry certifications. The program includes Workplace Excellence curriculum, which is designed to help participants understand and deliver what employers demand today. Students that successfully complete this course will be able to participate in the associated externship.

TRD258 | **75 hours** | **$1,300** ($1,200 tuition + $100 fees)

INSTRUCTOR: **CE Instructor**

7642   M, W 6pm - 9pm   2/5–5/7*   Monroe Center /MC103
       No class 3/26, 3/28.

NEW! Basic Automotive Mechanics - Externship

This 90 hour supervised, hands-on automotive repair externship will expand on topics introduced in Introduction to Automotive Technology. Individual experience will vary based on host's location workload, but a standard skills checklist will ensure all students meet the same goals. T-shirts will be provided to wear during the externship.

Note: Externship time frame & site will be schedule during class TRD258.

TRD259 | **90 hours** | **$200** ($100 tuition + $100 fees)

INSTRUCTOR: **CE Instructor**

7666   M-F 9am - 4pm   3/1–7/9*   OFF CAMPUS
       No class 3/28, 3/29, 3/30, 5/28, 7/04 .

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.

Note: EN51 or EN70 or ESL70 or ESL97. 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. You must register on campus.

ELC167 | **90 hours** | **$648** ($480 tuition + $168 fees)

INSTRUCTOR: **CE Instructor**

7685   M, W 6pm - 9pm   1/29–3/14   Monroe Center /MC129

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.

Note: Prerequisite: BLD141 or ELC120 or ELC167. 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. You must register on campus.

ELC168 | **60 hours** | **$504** ($360 tuition + $144 fees)

INSTRUCTOR: **CE Instructor**

7688   M, W 6pm - 8:30pm   4/2–5/16   Monroe Center /MC129

Payment Plans Available
Take advantage of the FCC 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 CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

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.

Note: Prerequisite: BLD142 or ELC121 or ELC168. 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. You must register on campus.

ELC166 | **60 hours** | **$504** ($360 tuition + $144 fees) 🔲 🆂🆆

INSTRUCTOR: **CE Instructor**

7679   Tu, Th 6pm - 8:30pm   1/30–3/15   Monroe Center /MC129

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.

Note: Prerequisite: BLD142 or ELC121 or ELC168. You must register on campus. 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 class.

ELC169 | **60 hours** | **$504** ($360 tuition + $144 fees) 🔲 🆂🆆

INSTRUCTOR: **CE Instructor**

7643   Tu, Th 6pm - 8:30pm   4/3–5/17   Monroe Center /MC129

PROFESSIONAL DEVELOPMENT

National Electric Code 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** | **$185** ($159 tuition + $26 fees) 🔲 🆂🆆

INSTRUCTOR: **CE Instructor**

7744   W, Th 4pm - 9pm   4/18–4/19   Monroe Center /MC114

HVAC

Fundamentals of HVACR

This course will cover the fundamentals of heating, cooling, ventilation, humidity control and basic refrigeration. Course includes EPA CFC certification. Students will receive hands on experience in a lab setting. Course also offered for credit as BLD109. See credit schedule for more information.

Note: Prerequisite: EN51 or EN70 or ESL70 or ESL97. 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 textbook required for this course, visit www.bookstore.frederick.edu for details. You must register on campus.

HVC121 | **90 hours** | **$648** ($480 tuition + $168 fees) 🔲 🆂🆆

INSTRUCTOR: **CE Instructor**

7694   Tu, Th 6pm - 9pm   1/30–3/15   Monroe Center /MC147

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.

Note: Prerequisite: BLD109 or HVC121. 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. You must register on campus

HVC126 | **60 hours** | **$504** ($360 tuition + $144 fees) 🔲 🆂🆆

INSTRUCTOR: **CE Instructor**

7695   Tu, Th 6pm - 8:30pm   4/3–5/17   Monroe Center /MC147

Payment Plans Available

Take advantage of the FCC 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 CEWD Registration Center (FCC Conference Center "E" Building), call 301.624.2888 or email CErequest@frederick.edu for payment plan inquiries.

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. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

Note: Prerequisite: BLD110 or HVC122 or HVC126. This course is offered in a hybrid format where the lecture portion of the course is completed online outside of class meeting times. You must register on campus.

HVC128 | **60 hours** | **$504** ($360 tuition + $144 fees) 📺 📟

INSTRUCTOR: **CE Instructor**

7697   M, W 6pm - 8:30pm   1/29–3/14   Monroe Center /MC147

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.

Note: Prerequisite: BLD110 or HVC122 or HVC126. 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. You must register on campus.

HVC127 | **60 hours** | **$504** ($360 tuition + $144 fees) 📺 📟

INSTRUCTOR: **CE Instructor**

7696   M, W 6pm - 8:30pm   4/2–5/16   Monroe Center /MC147

PROFESSIONAL DEVELOPMENT

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 hours** | **$179** ($119 tuition + $60 fees) 📺 📟

INSTRUCTOR: **CE Instructor**

7745   W 9am - 5:30pm   4/11   Monroe Center /MC142

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.

Note: Prerequisite: EN51 or EN70 or ESL70 or ESL97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

WLD165 | **30 hours** | **$288** ($240 tuition + $48 fees) 📺 📟

INSTRUCTOR: **CE Instructor**

7702   M, W 5pm - 6pm   1/29–5/16*   Monroe Center /MC114
       No class 3/26, 3/28.

Introduction to Welding

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

Note: Prerequisite: EN51 or EN70 or ESL70 or ESL97. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

WLD160 | **90 hours** | **$676** ($480 tuition + $196 fees) 📺 📟

INSTRUCTOR: **CE Instructor**

7699   Tu, Th 9am - 4:30pm   1/30–3/15   Monroe Center /MC149AB
7698   M, W 6pm - 9pm   1/29–5/16*   Monroe Center /MC149A
       No class 3/26, 3/28.

Advanced Welding: SMAW

Focuses on Shielded Metal Arc Welding (SMAW) and Oxyfuel cutting processes on carbon steel. Students will develop skills to weld fillet and groove welds in all positions. Students will perform a SMAW welder performance qualification test on limited thickness test plates in the 3G, uphill position on carbon steel in accordance with American Welding Society D1.1 Structural Welding Code. This course is also offered for credit as BLD122. See credit schedule for more information.

Note: Prerequisite: BLD121 or WLD160. You must register on campus. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

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

INSTRUCTOR: **CE Instructor**

7701   Tu, Th 9am - 4:30pm   4/3–5/17   Monroe Center /MC149AB
INSTRUCTOR: **N/A N/A**
7700   Tu, Th 6pm - 9pm   1/30–5/17*   Monroe Center /MC149AB
       No class 3/26, 3/29.

Advanced Welding: GMAW

Focuses on Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and oxyfuel cutting on carbon steel. Students will develop skills to weld groove welds in multiple positions. Students will perform GMAW and FCAW welder performance qualification tests on limited thickness test plates on carbon steel in accordance with American Welding Society D1.1 structural Welding Code. There is a required textbook for this course, please visit www.bookstore.frederick.edu for more details.

Note: Prerequisite: BLD121 or WLD160. You must register on campus.

WLD166 | **60 hours** | **$532** ($360 tuition + $172 fees)

INSTRUCTOR: **CE Instructor**

7737   M, W 6pm - 8:30pm   1/29–5/16*   Monroe Center /MC149B
No class 3/26, 3/28 .

SAFETY

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 | **12 hours** | **$101** ($75 tuition + $26 fees)

INSTRUCTOR: **CE Instructor**

7747   F 9am - 4pm   4/20–4/27   Monroe Center /MC114

The FCC Adult Education Program

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

High School Diploma Preparation Classes

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

Adult Basic Education Classes

Need to build basic skills in reading, writing or math? The Adult Education Program offers small classes, friendly instructors, and a relaxed atmosphere.

Did you know?

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

- **Pass the GED® exam**
  Take and pass all four sections of the GED® 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 work experience to demonstrate your high school level skills.
  More information at: www.casas.org/nedp

Take the first step by attending a free high school diploma orientation session.

Date	Time
1/3/18	6:30 PM
1/4/18	9:00 AM
1/8/18	9:00 AM
1/9/18	6:30 PM
1/13/18	8:00 AM
2/5/18	6:30 PM
2/6/18	9:00 AM
2/14/18	9:00 AM
2/15/18	6:30 PM
4/9/18	6:30 PM
4/10/18	9:00 AM
4/11/18	9:00 AM
4/12/18	6:30 PM
6/5/18	9:00 AM
6/6/18	9:00 AM
6/7/18	6:30 PM
6/11/18	6:30 PM

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

The FCC basic ESL program provides instruction in reading, writing, listening, speaking, grammar, vocabulary, and pronunciation skills. Courses are for students 18 years of age or older who have had little or no English training, and who are not enrolled in high school.

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
- The Monroe Center on Monroe Avenue
- West Frederick Middle School (WFMS)

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

www.frederick.edu/esl/

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. (Childcare is not provided; no children at orientation.)

Orientation Schedule

Take the first step by attending a free orientation session at FCC.

Date	Time
12/12/17	9:00am
12/13/17	6:30pm
1/6/18	9:00am
1/8/18	9:00am
1/18/18	6:30pm
1/27/18	9:00am
2/7/18	9:00am
2/13/18	9:00am
2/14/18	6:30pm
2/27/18	9:00am
2/27/18	6:30pm
4/11/18	9:00am
4/12/18	6:30pm
4/18/18	6:30pm
4/24/18	9:00am
4/24/18	6:30pm
5/22/18	9:00am
5/22/18	6:30pm
5/30/18	6:30pm

Targeted ESL

Session Options

Session A: Jan. 31-March 27
Registration deadline: Jan. 24

Session B: April 2-May 24
Registration deadline: March 24

NEW Introductory Classes this Spring!

Introduction to English Grammar - $169 ($129 tuition + $40 fee)
Develop and improve understanding and usage of foundational English grammar.

Session A: Jan. 31-March 27   Session B: April 2-May 24

Listening & Speaking Introduction - $169 ($129 tuition + $40 fee)
Develop communication skills, learn new vocabulary, and practice pronunciation.

Session A: Jan. 31-March 27   Session B: April 2-May 24

Available at FCC Main Campus and the Monroe Center.

Targeted ESL Spring 2018 Classes

Reading 1 & 2
$169 (*$129 tuition + $40 fee*)

Develop strategies to improve reading, critical thinking, and language skills.

Conversational English
$169 (*$129 tuition + $40 fee*)

Discover cultural expectations, increase vocabulary, and improve conversation skills.

Pronunciation
$149 (*$109 tuition + $40 fee*)

Improve your clarity of speech by practicing sound features and employing proper use of rhythm, stress, pitch, and intonation.

Listening & Speaking 1, 2 & 3
$169 (*$129 tuition + $40 fee*)

Develop academic speaking and listening skills through lessons in public speaking, presenting, and note-taking.

Writing 1 & 2
$169 (*$129 tuition + $40 fee*)

Understand sentence grammar, pre-writing and editing, and organization to improve academic writing skills.

Grammar 1 & 2
$169 (*$129 tuition + $40 fee*)

Increase English accuracy by developing understanding and usage of English verb forms and sentence structure rules in speaking and in writing.

Advanced Reading & Grammar for Writing
$269 (*$229 tuition + $40 fee*)

Develop essential sentence structure rules for increased sophistication and effective academic writing while further developing strategic reading skills for a variety of text styles.

Grammar for Writing
$199 (*$159 tuition + $40 fee*)

Learn essential grammar rules for effective academic writing. Tailored as needed for varying skill levels.

Reading to Write
$199 (*$159 tuition + $40 fee*)

Improve reading and writing skills. Instruction and projects tailored as needed for varying skill levels.

TOEFL Prep Courses

Develop strategies for success on the TOEFL! Students with advanced English planning to take the TOEFL can register online for upcoming sessions! Call 240.629.7962 for more information.

frederick.edu/esl • 240.629.7962 • esl@frederick.edu

Financial Aid and Payment plans are available.

All courses and levels are subject to placement policies. Visit our website, frederick.edu/esl to learn more.

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

The Continuing Education & Workforce Development Registration Office is located in the Conference Center (E-113). Visit us for assistance with both online and in person registrations.

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

M-Th 8:30am - 7pm • F 8:30am - 4:30pm

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).

FEES

Registration Fee - An $8 one-time-per-year, non-refundable registration fee is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

Out-of-County Tuition

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

REGISTER FOR ONLINE CLASSES

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

- Hospitality: HCT100, HCT101, HCT102, HCT103, HCT105

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 the FCC payment plan provider to collect a pre-determined monthly payment from a checking account, debit card or credit card. A $25 non-refundable enrollment fee is required to participate.

Tuition Payment Plan Programs include:

• Automotive (TRD258 & TRD259)

• Certified Nursing Assistant (CNA/GNA)

• Electrical: (ELC167 & ELC168)

• Electrical: (ELC166 & ELC169)

• Home Inspection Pre-Licensure

• HVAC: (HVC121 & HVC126)

• HVAC: (HVC128 & HVC127)

• Medical Billing & Coding

• Patient Care Technician

• Personal Training

• Phlebotomy Technician

• Sterile Processing

• Veterinary Assistant

• Welding: (WLD165 & WLD160)

• Welding: (WLD165 & WLD168)

• Welding: (WLD165 & WLD167)

For additional information and assistance, contact us at 301.624.2888 or visit frederick.edu/QuickEnroll.

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.

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. Email foundation@frederick.edu and include

Continuing Education scholarships in the subject line to learn more.

DROPPING A CLASS

All students will be refunded 100% of class tuition and fees if a class is canceled by the College. 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. Some classes have a longer period within which a drop request must be made prior to the class start date. Those classes with a requirement to drop earlier than two (2) days before the class start in order to receive a refund will provide the drop period in the class information and/or refund policy at https://Frederick.edu/QuickEnroll.

Drop or transfer requests received outside of the full refund period for which a refund or transfer is being requested, must be sent in writing to the VP for CEWD, and be accompanied by documentation supporting the student's request. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period. Students will be withdrawn from classes for which such a request is approved. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances.

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.

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. Online payments made by credit and debit card are refunded directly to student's credit or debit card account. Refund for payments made by credit cards (other than online payments), cash, check, or a money order will be mailed to the student.

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 us at 301.624.2888 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 301.624.2888 or visit frederick.edu (keyword: Continuing Education Payment Options).

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 - 6pm

Friday . . . . 8:30am - 4:30pm

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. 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.

Contact Information:

Services for Students with Disabilities Office
301.846.2408 or via email at DisabilityServices@frederick.edu

Coordinator for Deaf & Hard of Hearing Services
240.629.7819 (Voice), 240.575.1803 (VP) or via email 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 REQUIREMENTS

Students should be at least 16 years of age to enroll in most continuing education courses, except for those courses specifically designated for younger students. Students under the age of 16 who have completed at least the seventh grade may be permitted to enroll on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the counseling office (301.846.2471). Certain programs or courses of study include higher minimum age for participation when the college has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

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.

Location Key

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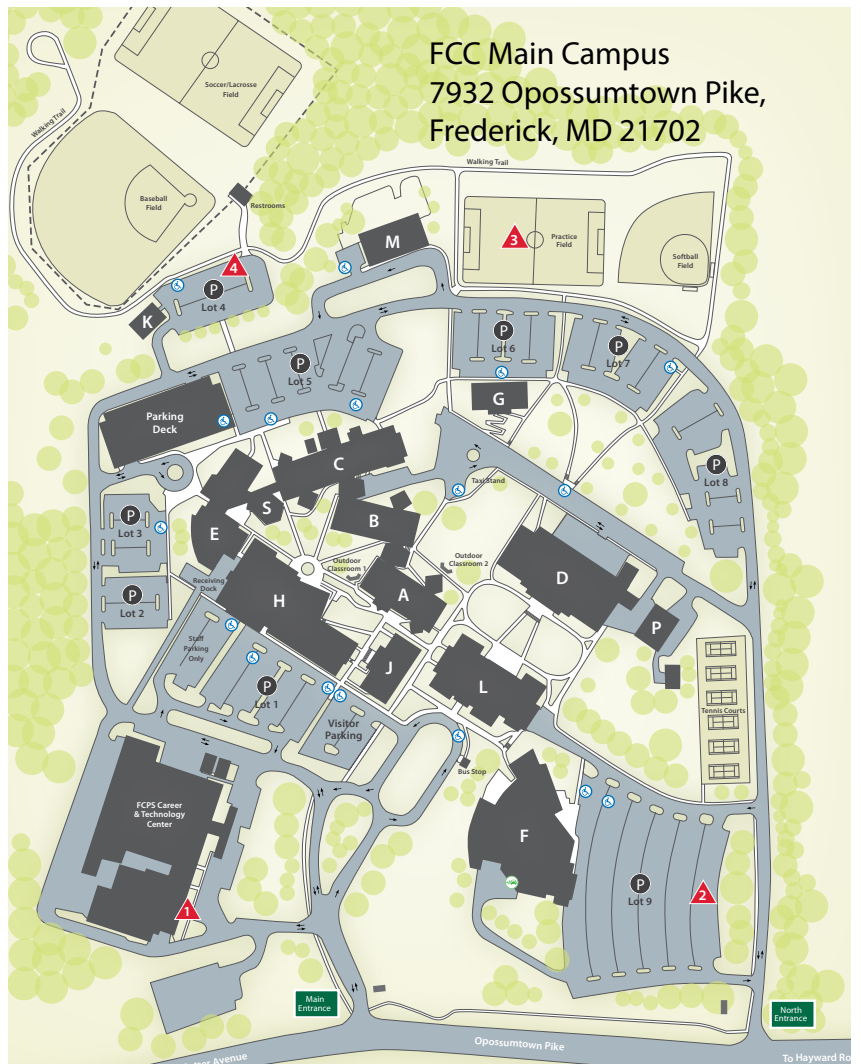
Campus Locations

A–Annapolis Hall

B–Braddock Hall

C–Catoctin Hall

D–Athletics Center

E–Conference Center

F–Visual & Performing Arts Center

G–Gambrill Hall

H–Student Center

J–Jefferson Hall

L–Linganore Hall

P–Plant Operations

S–Sweadner Hall

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

The Monroe Center–200 Monroe Avenue • Frederick, MD 21701 240.629.7900

301.624.2888 • frederick.edu/QuickEnroll

FCC Main Campus
7932 Opossumtown Pike, Frederick, MD 21702

▲ Evacuation Locations   ♿ Accessible Parking   🚗 Electric Car Charging

Frederick Community College
The Monroe Center

Frederick Community College

Continuing Education

7932 Opossumtown Pike
Frederick, Maryland 21702
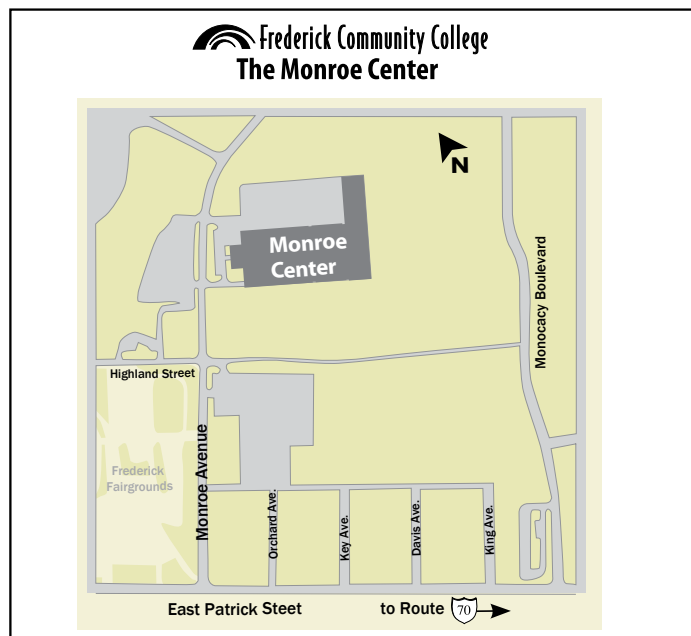
hullabaloo!

The average U.S. adult spends more than 12 hours a day consuming media. Let's disconnect to connect.

Expect something different. Experience Frederick.

frederick.edu/hullabaloo