

Continuing Education &



WORKFORCE

Development



**20
25**
SUMMER
FALL

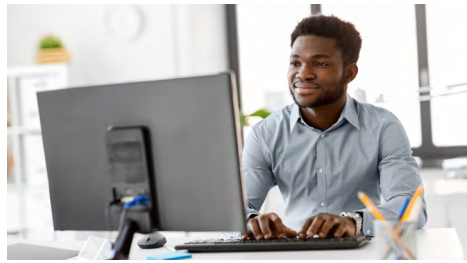
Registration Opens
April 14, 2025

“

FCC helped me save money while
figuring out my career goals.

Collin Bomysoad
Veterinary Assistant Program

Read more about Collin on page 34.



Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, APRIL 14, 2025

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

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

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



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

frederick.edu/QuickEnroll

ON THE COVER: For more information about Veterinary Assistant learning opportunities, please visit frederick.edu/HealthcareCareers.

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



BOARD OF TRUSTEES

Theodore M. Luck, *Chair* • Tom Lynch, *Vice Chair* • Carolyn Kimberlin • Tracey McPherson • Dr. William Reid • Myrna Whitworth
Dr. Annesa Cheek, *FCC President/Secretary-Treasurer* • Janice Spiegel, *Director of Education and Special Initiatives/Office of the County Executive*

Frederick Community College (FCC) prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Under the ADA and Section 504, FCC makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email humanresources@frederick.edu. For students and others with accommodation needs or questions, please call 301.846.2408, or to request sign language interpreter services, please email interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed.

» Register for Classes

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

In person: CEWD Registration Office is located in Jefferson Hall (J Building), 1st floor, on the main campus. 7932 Opossumtown Pike, Frederick MD 21702

Monday: 8:30 a.m. – 6:00 p.m.

Tuesday-Friday: 8:30 a.m. – 4:30 p.m.*

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

» Phone Numbers

CEWD Registration: 301.624.2888

Bookstore: 301.846.2463

Disability Access Services (DAS): 301.846.2408

Testing Center: 301.846.2522

» Register Early

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

» Tuition Assistance

Tuition and fees are due at the time of registration. Scholarships and payment plans are available for select programs. *See pages 47 and 50 for details.*

» Dropping a Class & Refunds

Eligibility for refunds are based on the date the class drop request is received by CEWD Registration. Refunds are processed either by check or directly back to the credit card used. *See page 51 for details.*

Contents

WORKFORCE DEVELOPMENT

Business & Careers	301.624.2756	BusinessSolutions@frederick.edu	page 5
Certification & Licensure	301.624.2756	CEBusiness@frederick.edu	page 10
Computers & Technology	301.624.2756	CEBusiness@frederick.edu	page 17
Health & Wellness	240.629.7907	HealthcareCareers@frederick.edu	page 26
Hospitality, Culinary & Tourism	240.629.7912	HCTI@frederick.edu	page 36
Logistics & Production	301.624.2756	CEBusiness@frederick.edu	page 38
Trades & Vocational Training	240.629.7912	CATI@frederick.edu	page 39
Workforce Training Certificates	301.624.2888	CEInfo@frederick.edu	page 43

COMMUNITY EDUCATION

Thrive	301.846.2661	Thrive@frederick.edu	page 23
ILR	301.846.2561	ILR@frederick.edu	page 27
Music	301.624.2727	FCCMusic@frederick.edu	page 29
Personal Enrichment	301.624.2727	PersonalEnrichment@frederick.edu	page 30
Motorcycle	301.624.2727	Motorcycle@frederick.edu	page 41

ADULT EDUCATION

ABE/GED®/External Diploma	240.629.7962	AdultEd@frederick.edu	page 44
English as a Second Language (ESL)	240.629.7962	ESL@frederick.edu	page 44
Targeted ESL	240.629.7962	ESL@frederick.edu	page 45

OTHER PROGRAM INFORMATION

Prerequisites & Corequisites	301.624.2888	CEInfo@frederick.edu	page 46
Tuition Assistance & Scholarships	301.624.2888	CEInfo@frederick.edu	page 47
Registration Information	301.624.2888	CEInfo@frederick.edu	page 49
Campus Maps & Locations	301.624.2888	CEInfo@frederick.edu	page 53



Subscribe to ENews | Be one of the first to learn about program news, updates, and schedule information and stay in the know about what's happening in Continuing Education & Workforce Development at Frederick Community College. Sign up for ENews at frederick.edu/ENews – customized to deliver the latest news to your inbox.

COURSE LISTING

BUSINESS & CAREERS

Accounting, Bookkeeping & Finance

Accounting Fundamentals	5
Accounting Fundamentals II	5

Business

Mastery of Business Fundamentals	5
Creating a Successful Business Plan	5
Start Your Own Small Business	5
Starting a Consulting Practice	6
Fundamentals of Supervision and Management	6
Managing Remote Teams	6
Goal Setting and Workplace Efficiency Training	6
Customer Service Training	6
Managing Customer Service	6
Administrative Assistant Fundamentals	7
Administrative Assistant Applications	7
A to Z Grant Writing	7
Effective Business Writing	7
Employment Law Fundamentals	8
Growing Plants for Fun and Profit	8

Marketing, Sales & Social Media

Effective Selling	8
Small Business Marketing on a Shoestring Budget	8
Using Social Media in Business	8

Project Management

Project Management Fundamentals	9
Project Management Applications	9
Project Management Professional PMP® Prep	9

Professional Development

Grammar Refresher	9
Grammar Refresher II	9
Achieving Success with Difficult People	10
Get Assertive!	10

CERTIFICATION & LICENSURE

Real Estate & Home Inspection

Principles and Practices of Real Estate in Maryland	10
Home Inspection Pre-Licensure	10

Child Care Career Preparation

Child Growth and Development	11
Preschool Curriculum and Activities	11
Infant and Toddler Care	11
School Age Child Care	11
Child Care Administration	11
Basic Health and Safety Training	12
Supporting Breastfeeding in Child Care	12
Including All Children and the ADA	12
Communication Skills for Childcare Professionals	12
CDA Capstone: Portfolio, Application, and Exam Prep	12

Child Care Professional Development

Praxis Core Preparation	13
Pandemics and Outbreaks: Reducing Risk in Child Care	13
Engaging Children with Remote Learning	13
Conflict Resolution Strategies	13
Developmentally Appropriate Practice	13
Family and Community Partnerships	14
Family Child Care Preservice	14
Introduction to Environmental Rating Scales	14
Observation and Assessment Birth-12	14
Playground Safety	14
Sudden Infant Death Syndrome (SIDS)	14
Positive Child Guidance and Discipline Theory	15
Pyramid Model for Social and Emotional Competence: Preschool	15
Resources That Guide Daily Planning	15
Supervising Children in Child Care	15
Cultural Competencies and Awareness	15
Nutrition and Active Living	16
Supporting Children With Disabilities	16
Taking Learning Outside	16
The Child Care Provider as a Professional	16

COMPUTERS & TECHNOLOGY

CompTIA

CompTIA Tech+	17
CompTIA A+ Core 1 Certification Prep	17
CompTIA A+ Core 2 Certification Prep	17
Security Fundamentals	18
CompTIA A+ Certification Prep 1: Hardware	18
CompTIA A+ Certification Prep 2: Software	18
CompTIA A+ Certification Prep 3: Network/Security	18

Computer Applications

Computer Skills for the Workplace	18
Getting Started with Google Workspace	19
Understanding the Cloud	19
Introduction to InDesign CC	19
Introduction to Lightroom Classic CC	19
Introduction to Photoshop CC	19
Keyboarding	19
AutoCAD I	20
AutoCAD II	20
Revit (BIM)	20

Information Technology

Explore a Career in Cybersecurity	20
Introduction to Artificial Intelligence	20
Blockchain Fundamentals	20
Introduction to Machine Learning	21
Introduction to Networking	21
Intermediate Networking	21
Wireless Networking	21
Introduction to PC Security	21
Introduction to PC Troubleshooting	21

MS Office Suite Workshops

Introduction to Windows 11	22
Introduction to Microsoft Word 2019	22
Intermediate Microsoft Word 2019	22
Introduction to Microsoft Excel 2019	22

Intermediate Microsoft Excel 2019	22
Advanced Microsoft Excel 2019	22
Microsoft Excel Pivot Tables	23

Web Development

Creating Web Pages	23
Designing Effective Websites	23
UI/UX Design	24
How to Get Started in Game Development	24

Coding and Programming

Creating Mobile Apps with HTML5	24
Introduction to Programming	24
Introduction to C++ Programming	24
Introduction to SQL	25
Intermediate SQL	25
Introduction to Python 3 Programming	25
Introduction to JavaScript	25
Introduction to Java Programming	25
Intermediate Java Programming	25

HEALTHCARE & WELLNESS

CPR & First Aid

CPR: Basic Life Support for the Healthcare Provider	26
Heartsaver CPR/First Aid/AED Adult Child Infant for the Layperson	26
CPR and First Aid for Pets	27

Certified Nursing Assistant (CNA/GNA)

Foundations for Healthcare Careers	28
Certified Nursing Assistant, Part I	28
Certified Nursing Assistant, Part II	28
Certified Nursing Assistant—Clinicals	28

Dental Assisting & Dental Radiography

Foundations for Healthcare Careers	30
Fundamentals of Dental Assisting	30
Oral Radiography	30

Medical Billing and Coding Certification

Anatomy & Physiology for Medical Coding	31
Medical Terminology for Billing & Coding	31
Medical Billing – AAPC Certified Professional Biller (CPB)	31
Medical Coding – AAPC Certified Professional Coder (CPC)	31

Phlebotomy Technician

Foundations for Healthcare Careers	32
Phlebotomy Technician Preparation I: Theoretical Applications	32
Phlebotomy Technician Preparation II: Practical Applications	32
Phlebotomy Technician Clinical	33

Sterile Processing

Foundations for Healthcare Careers	33
Sterile Processing Technician Training: Fundamentals	33

Veterinary Assistant

Foundations for Healthcare Careers	34
Veterinary Assistant 1	34
Veterinary Assistant 2	34

Professional Training

Spanish for Medical Professionals35
 Spanish for Medical Professionals II35
 Train the Trainer - Effective Adult Learning Principles35

HOSPITALITY, CULINARY & TOURISM INSTITUTE

Culinary Skills or Baking/Pastry Arts

Sanitation and Food Safety36
 Baking I36
 Culinary I36
 Health meets Food: Culinary Medicine for Foodservice Professionals, Tier III37
 Health meets Food: Culinary Medicine for Foodservice Professionals, Tier II37

Hospitality/Tourism Management

Introduction to Hospitality Management37
 Hospitality Operations37
 Event Management38

LOGISTICS & PRODUCTION

Logistics & Production

Supply Chain Management Fundamentals38
 Distribution and Logistics Management38

Manufacturing Technology

Manufacturing Fundamentals38
 Manufacturing Applications39

TRADES & VOCATIONAL TRAINING

Automotive

Introduction to Automotive Technology39
 Braking Systems39

Trades & Vocational

Introduction to Building Trades39

Electrical

Fundamentals of Structural Wiring39
 Residential Electric39
 Commercial Electric40
 Specialized Systems40

Home Inspection

Home Inspection Pre-Licensure40

HVAC

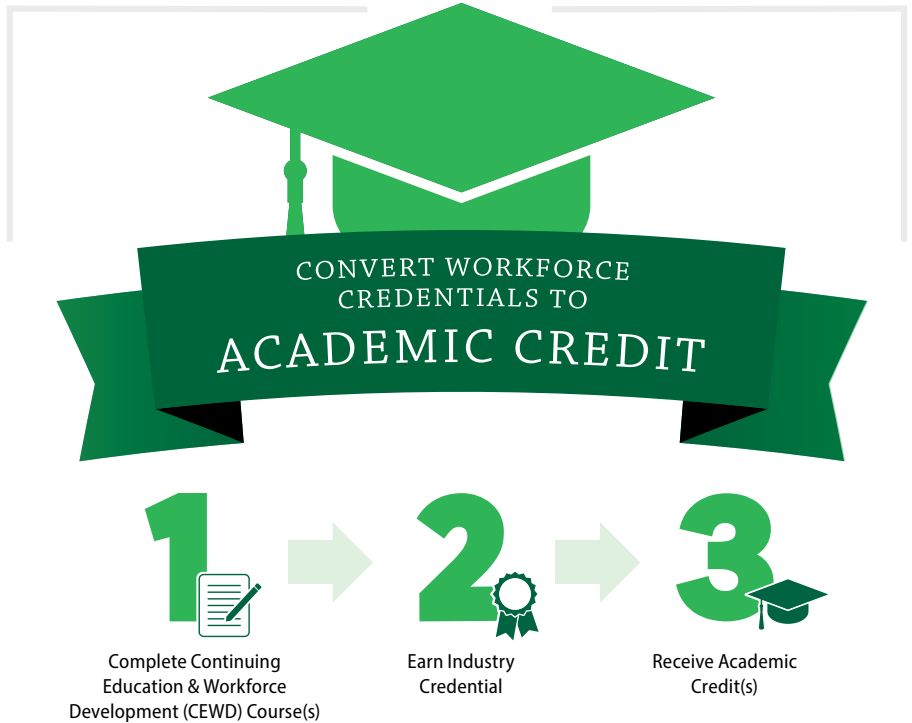
Fundamentals of HVACR40
 Controls for HVACR41
 HVAC Installation & Troubleshooting41
 Fossil Fuels & Hydronic Heating42

Welding

Introduction to Welding42
 Welding Symbols & Blueprint Reading42
 Advanced Welding: GTAW42

Safety

Occupational Safety & Health42



ELIGIBLE CREDENTIALS

BUILDING TRADES

- CAD Certificate
- Electrician Certificate
- HVAC Certificate
- Welding Certificate

BUSINESS

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

HEALTHCARE

- AAPC Certified Professional Coder (CPC)
- AMT Registered Phlebotomy Technician (RPT)
- ASCP Phlebotomy Technician (PBT)
- Maryland Nursing Assistant Certification
- NCCT Phlebotomy Technician (RPT)
- NHA Certified Phlebotomy Technician (CPT)

HOSPITALITY, CULINARY & TOURISM INSTITUTE

- ACCM Certified Culinary Medicine Professional
- NRA ServSafe Food Manager

INFORMATION TECHNOLOGY

- CompTIA A+ Certification
- CompTIA Security+ Certification
- CompTIA Network+ Certification

Learn how to maximize your investment:

frederick.edu/CEtoCredit



MONROE CENTER

Welcome & Information Desk

We're here to help! Learn about workforce training programs, enrollment, course options, obtaining a student photo ID, and more.

Monday-Thursday, 10:30 a.m. – 6:30 p.m. • Friday, 8:30 a.m. – 4:30 p.m.



COURSE FORMAT OPTIONS

A variety of course formats are available, including:

In-Person

The course will meet on campus in an in-person environment. Students are expected to attend all class sessions in person.

Online **ONL**

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

- The class does not meet at a scheduled time.
- Students complete work on their own time and will meet all expected deadlines and expectations outlined by the professor.

Hybrid **HYB**

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

- Online participation may mean real-time virtual participation (SR) or asynchronous participation (ONL).
- Students are expected to participate in all in-person sessions and real-time virtual sessions. Students will meet all expected deadlines and expectations outlined by the professor.
- All College health and safety protocols should be observed while on campus.

Structured Remote **SR**

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

- Scheduled class times will be used for real-time virtual sessions, which may include virtual lectures, group discussion, or other class activities.
- Scheduled real-time virtual session dates will be designated in the syllabus.
- Students are required to attend real-time virtual sessions.

Important Note

When registering for classes, consider the course format, meeting dates and times, and location(s) for in-person participation, as well as requirements for real-time virtual instruction. Students must allow appropriate transition times between classes to account for different meeting requirements and/or locations.

For **ONL**, **HYB** or **SR** courses, students must have internet access. See page 50 for technology and hardware/software requirements or visit frederick.edu/QuickEnroll to search for specific class details.

Please contact CEInfo@frederick.edu with questions.

Business & Careers

ACCOUNTING, BOOKKEEPING & FINANCE

Accounting Fundamentals ONL

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

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

ONL223 | 24 Hours | \$129 (\$10 tuition + \$119 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Accounting Fundamentals II ONL

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

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

ONL224 | 24 Hours | \$129 (\$10 tuition + \$119 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025

BUSINESS

Mastery of Business Fundamentals ONL

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

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

ONL298 | 24 Hours | \$135 (\$10 tuition + \$125 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Creating a Successful Business Plan ONL

Learn to transform your business ideas into a tangible plan to secure financing and support long-term success in this online business plan writing course. By documenting your vision through a well-crafted business plan, you will significantly enhance your chances of obtaining funding while maintaining strategic focus. This business plan course will also guide you through the key components of a business plan, and you will emerge with an initial draft to start your entrepreneurial journey.

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

ONL232 | 24 Hours | \$135 (\$10 tuition + \$125 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Start Your Own Small Business ONL

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. Throughout the course, you will learn time management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

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

ONL197 | 24 Hours | \$129 (\$10 tuition + \$119 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

SW Eligible for senior tuition waiver. TV Eligible for disabled & retired tuition waiver. See page 51.

Starting a Consulting Practice ONL

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help you set up a consulting practice. You will learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for their consulting firm that details finances, pricing policies, contracting, and marketing. The course concludes with a discussion of record-keeping and tax concerns. The course will keep you updated by citing resources such as books, periodicals, and organizations designed to help small businesses.

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

ONL288 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Fundamentals of Supervision and Management ONL

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

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

ONL325 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Managing Remote Teams ONL

In this course, you will discover expert information, practical advice, valuable tips, and helpful scenarios that take you smoothly and at your own pace from "not quite sure" to confident. You will also explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you will find that you have a whole new toolkit to help you keep your remote team happy, productive, motivated, and successful.

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

ONL297 | 24 Hours | \$135 (\$10 tuition + \$125 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Goal Setting and Workplace Efficiency Training ONL

Good time management is the stress-reducing oxygen you need to achieve excellence in everyday life. It is about focusing on the right thing and doing it right. When you become goal-oriented you will find yourself managing your time more effectively. Hence, goal setting is one of the most important time management techniques. This course will help you set goals that are your own and help you use leading-edge strategies to bring them to culmination.

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

ONL293 | 14 Hours | \$95 (\$10 tuition + \$85 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Customer Service Training ONL

Learn the basics of customer service and translate that knowledge into practical everyday applications. Develop foundational skills such as proper communication, learning how to interact with customers, and understanding their needs. Then learn more nuanced skills including keeping a positive attitude, going a step beyond what's expected, and dealing with complaints and problems. Finally, learn about customer service standards and best practices, and how to attract and keep loyal customers.

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

ONL290 | 15 Hours | \$89 (\$10 tuition + \$79 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Managing Customer Service ONL

As someone who participates in delivering high levels of customer service, you're an important ambassador for your organization. In this course, you will discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You will learn how to measure customer service—from your company's point of view and from the customers—and discover how to anticipate the needs of your customers. You may already understand that top-notch customer service begins with knowing your customers and their needs, but do you know how to evaluate those customers, or better yet, what to do with the data once you have it? You will take a look at that, as well as identify how your customer service stacks up right now, and how you can build on even the sharpest of service policies. Plus, you will learn how to communicate, resolve complaints, and build long-lasting customer service programs.

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

ONL296 | 24 Hours | \$135 (\$10 tuition + \$125 fees)




INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Administrative Assistant Fundamentals ONL

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

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

ONL501 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: **Ed2go Instructor***

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Administrative Assistant Applications ONL

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, and how to increase creativity. Plus, find out how marketing differs from sales and learn the basics of operations management. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

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

ONL502 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: **Ed2go Instructor***

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

A to Z Grant Writing ONL

A to Z Grant Writing will take you through the planning process for documenting the need for funding in a Theory of Change Grant Project Planning Worksheet. Beginning with writing about what will be implemented (your vision for change and impact) when the project is funded, the worksheet begins to come to life. Exploring why funding is needed is the beginning of articulating the statement of need. You will learn how to document your projection of how, when funded, your project will initiate change. Once you've created the project's goals, the worksheet asks for inputs or resources (mirroring a logic model's format). Your thought processes and imagination will be tested in the implementation activities & timeline section. You'll also have a chance to develop outputs and outcomes for the planned project. Finally, you'll learn how to develop a project budget. Where does all of this lead? Every lesson is one step closer to having 100% of the information you'll need to write a highly competitive grant proposal. Additional features include six teachable moments videos and six choose your own adventure branching scenarios to fuel your creative thinking processes.

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

ONL310 | 24 Hours | \$125 (\$10 tuition + \$115 fees) 


INSTRUCTOR: **Ed2go Instructor***

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Effective Business Writing ONL

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

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

ONL213 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: **Ed2go Instructor***

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.


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

Class registration open dates are as follows:
 July classes - currently open | August classes - first week of May 2025
 September classes - first week of June 2025 | October classes - first week of July 2025
 November classes - first week of August 2025

Employment Law Fundamentals **ONL**

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. This course will explain the difference between an employee and independent contractor: the basic types of employee benefits, effective hiring, evaluation and termination procedures, methods to resolve employment disputes in and out of court, discrimination and union laws, and workplace safety rules. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues. You will learn effective communication techniques, negotiation strategies, and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

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

ONL291 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Growing Plants for Fun and Profit **ONL**

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars' worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

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

ONL294 | 24 Hours | \$125 (\$10 tuition + \$115 fees)  

INSTRUCTOR: Ed2go Instructor*


Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

MARKETING, SALES & SOCIAL MEDIA

Effective Selling **ONL**

The goal of this course is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long-term asset. This course will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

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

ONL286 | 24 Hours | \$135 (\$10 tuition + \$125 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Small Business Marketing on a Shoestring Budget **ONL**

When it comes to marketing for small businesses, money isn't everything! In this course, you'll learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. The small business marketing strategies you'll learn will fit into any budget—and some are even free! With the help of videos, spreadsheets, and hands-on activities, you'll build your skills in each lesson. You'll master cost-effective strategies, including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. Along the way, you'll see many real-world examples from other small businesses much like yours. Whether you're new to advertising or looking for a refresher, this course will make you a marketing pro. By the time you're done, you'll have a personalized plan of action for increasing your sales—all on a shoestring budget.

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

ONL287 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Using Social Media in Business **ONL**

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you are a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and how to use social media for business. No matter your goals, social media is a game changer for businesses in today's globally connected environment. So, whether you are looking for a new way to market your business or simply want to better understand social media, this social media in business course will empower you for future success.

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

ONL299 | 24 Hours | \$135 (\$10 tuition + \$125 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.


 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

PROJECT MANAGEMENT

Project Management Fundamentals ONL

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

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

ONL525 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 


INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Project Management Applications ONL

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

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

ONL524 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

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


Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025

Project Management Professional PMP[®] Prep ONL

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

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

ONL218 | 24 Hours | \$165 (\$10 tuition + \$155 fees) 

INSTRUCTOR: Ed2go Instructor*


Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PROFESSIONAL DEVELOPMENT

Grammar Refresher ONL

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

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

ONL420 | 24 Hours | \$115 (\$10 tuition + \$105 fees) 


INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Grammar Refresher II ONL

This course reviews the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. You will explore sentence structure, nouns and pronouns, and you will work with the different kinds of verb tenses. You will also explore adjective and adverb use and be introduced to some best practices for using these parts of speech effectively in your writing. Then, learn phrases and clauses, as well as parallelism, coordination, and subordination. You will 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. By the time you're done with the course, you will not only have the advanced grammar skills you need, you will also understand how to use those skills in practical ways.

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

ONL504 | 24 Hours | \$115 (\$10 tuition + \$105 fees) 

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Achieving Success with Difficult People ONL

This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? By answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. You will also practice analyzing your interactions with those you share space with. By observing others closely, you will learn to read their identifying characteristics. Once you can identify which type of person you're dealing with, you will be able to choose appropriate reactions to their behaviors. By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others.

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

ONL289 | 24 Hours | \$129 (\$10 tuition + \$119 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Get Assertive! ONL

Learn specific techniques to become more assertive in all parts of your life. Understand the difference between passive, aggressive, and assertive behaviors, and see how inner dialogues keep people acting in passive ways. Explore ways to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and keeping a journal. This course helps you master the skills that will empower you to talk in an assertive manner, including specific verbal techniques and phrases for a variety of situations. Learn how to handle anger and criticism from others and how to use facial expressions, eye contact, gestures, and your voice to reinforce your statements. Gain the assertiveness you need in order to be more confident with family, friends, co-workers, and even strangers. It's your turn to speak up!

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

ONL292 | 24 Hours | \$115 (\$10 tuition + \$105 fees) TV SW

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Certification & Licensure

REAL ESTATE & HOME INSPECTION

Principles and Practices of Real Estate In Maryland

Start a new career! Discover the world of real estate while learning how to help clients buy, sell, and rent properties in the state of Maryland. Instruction delivers what you need to know for the Maryland state licensing exam while providing essential business knowledge and a strong foundation for success as a real estate salesperson in Maryland. Designed especially for those preparing to take the Maryland Real Estate Licensing Examination, participants must attend all 60-hours* and receive a 70% or better on the course final exam in order to receive an official certificate necessary to take the state level examination. *The State of Maryland requires at least 60 hours of classroom instruction for students to sit for the Maryland Real Estate Commission Licensing Exam. There are no exceptions to this requirement.

Note: This course will meet on campus in an in-person environment. Maryland requires state-licensed Real Estate Agents to be 18+ years of age and hold a high school diploma or equivalent. There are required textbooks for this course; visit bookstore.frederick.edu for more details. Purchase textbook before the first day of class.

REA203 | 66 Hours | \$475 (\$360 tuition + \$115 fees) TV SW

INSTRUCTOR: Larry Riggs

28734 Mon, Wed 6 - 9 PM 9/8 – 11/19 Braddock Hall/B109

Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning systems, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.* *The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. This course may also meet licensing requirements for surrounding jurisdictions. Check with the licensing body in the jurisdiction of interest.

Note: This course will meet on campus in an in-person environment. There are required textbooks for this course. Please visit bookstore.frederick.edu for details.

CPD323 | 78 Hours | \$1,220 (\$1,025 tuition + \$195 fees) TV SW

INSTRUCTOR: Welmoed Sisson

28733 Tue, Thu 6 - 9 PM 9/9 – 12/11* Conference Center/E134

*No class 11/25, 11/27

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

SW Eligible for senior tuition waiver. TV Eligible for disabled & retired tuition waiver. See page 51.

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

Class registration open dates are as follows:
July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025



CHILD CARE CAREER PREPARATION

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

Child Growth and Development ONL

This 45-hour certification course satisfies the child development portion of the MSDE requirement for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. Students must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date. This class is entirely online and does not meet at specific times. A digital credential will be awarded after successful completion of CHI300: Child Growth and Development, and CHI301: Preschool Curriculum and Activities.

CHI300 | 45 Hours | \$350 (\$130 tuition + \$220 fees)  



INSTRUCTOR: CE Instructor

28803	Online	9/5 – 10/24
28804	Online	10/10 – 12/5

Preschool Curriculum and Activities ONL

Prepare for a position in a child care center or preschool. This 45-hour certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. 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. Students must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date. This class is entirely online and does not meet at specific times. A digital credential will be awarded after successful completion of CHI300: Child Growth and Development, and CHI301: Preschool Curriculum and Activities.

CHI301 | 45 Hours | \$350 (\$130 tuition + \$220 fees)  



INSTRUCTOR: CE Instructor

28805	Online	9/8 – 10/27
28806	Online	10/6 – 11/24

Infant and Toddler Care ONL

Gain the skills necessary to work with infants and toddlers and build communication skills to use with parents, co-workers, and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers, birth to age three. This 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. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course (consult your licensing specialist.) Students must successfully complete class assignments to receive a certificate. Aligns with Maryland Staff Credential levels 2-4.

Note: This online class is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date. This class is entirely online and does not meet at specific times.

CHI311 | 45 Hours | \$350 (\$130 tuition + \$220 fees)  



INSTRUCTOR: CE Instructor

28808	Online	9/8 – 10/27
28809	Online	10/6 – 11/24

School Age Child Care ONL

Gain the skills necessary to work in school age child care programs. Topics include curriculum planning, age-appropriate materials, and methods for children ages 6-13. This course, along with the 45-hour Child Growth & Development course, is required to complete the 90-hour school age child care certification. Students must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4.

Note: This online class is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date. This class is entirely online and does not meet at specific times.

CHI302 | 45 Hours | \$350 (\$130 tuition + \$220 fees)  



INSTRUCTOR: CE Instructor

28832	Online	9/10 – 10/29
28833	Online	10/8 – 12/3

Child Care Administration ONL

This 45-hour certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. 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, staffing child care programs, recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. Students must successfully complete all course requirements to receive a certificate.

Note: This online class is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date. This class is entirely online and does not meet at specific times.

CHI310 | 45 Hours | \$350 (\$130 tuition + \$220 fees)  

INSTRUCTOR: CE Instructor


28807	Online	10/9 – 12/4
-------	--------	-------------

CERTIFICATION & LICENSURE

Basic Health and Safety Training

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

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI102 | 5 Hours | \$105 (\$35 tuition + \$70 fees) 


INSTRUCTOR: CE Instructor

28799 Online 8/25 – 12/12

Supporting Breastfeeding in Child Care

REQUIRED COURSE for child care teachers, directors and family child care providers caring for children under two. Learn to make your program breastfeeding-friendly for families. Satisfies the MSDE breastfeeding support requirement for child care professionals. This course provides an overview of the state regulations, guidelines, and resources to support the practice of breastfeeding and provides related resources for families within a child care program. Topics include: benefits of breastfeeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive information and resources. It is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Community.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI313 | 3 Hours | \$75 (\$25 tuition + \$50 fees) 

INSTRUCTOR: CE Instructor

28810 Online 8/25 – 12/12

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025


September classes - first week of June 2025 | October classes - first week of July 2025

November classes - first week of August 2025

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. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Special Needs.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI331 | 3 Hours | \$75 (\$25 tuition + \$50 fees) 

INSTRUCTOR: CE Instructor

28811 Online 8/25 – 12/12

NEW! Communication Skills for Childcare Professionals

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

Note: This online class is offered in partnership with Howard Community College. This class is entirely online and does not meet at specific times.

CHI339 | 9 Hours | \$160 (\$55 tuition + \$105 fees) 


INSTRUCTOR: CE Instructor

28831 Online 10/27 – 11/10

NEW! CDA Capstone: Portfolio, Application, and Exam Prep

The Child Development Associate (CDA) Credential is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on the path to career advancement. This course is designed to navigate through the application process with time to create the portfolio and practice for the interview and demonstration. It is the final step in a detailed and thorough certification process.

Prerequisites and Notes: Prerequisites include successful completion of the following courses: Child Growth and Development, Infant and Toddler Care, Preschool Curriculum and Activities, and Child Care Administration or 120 hours of professional education covering the CDA's eight subject areas. Must have 350 hours of work experience working with children in an early childhood setting. This online class is offered in partnership with Howard Community College. This class is entirely online and does not meet at specific times.

CHI350 | 22 Hours | \$350 (\$130 tuition + \$220 fees) 

INSTRUCTOR: CE Instructor




28812 Online 9/30 – 11/25

CHILD CARE PROFESSIONAL DEVELOPMENT

Praxis Core Preparation ONL

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

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

ONL346 | 24 Hours | \$129 (\$10 tuition + \$119 fees)   


INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Pandemics and Outbreaks: Reducing Risk in Child Care ONL

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. Maryland State Department of Education Core of Knowledge: 5 hours Health, Safety and Nutrition.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI155 | 5 Hours | \$105 (\$35 tuition + \$70 fees)  

INSTRUCTOR: CE Instructor

28801 Online 8/25 – 12/12

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course



See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

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

Engaging Children with Remote Learning ONL

Remote learning is here to stay! Now more than ever, teachers and caregivers are engaging children with remote learning, and are tasked with helping parents support learning when working one on one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. Maryland State Department of Education Core of Knowledge: 2 hours Child Development, 1 hour Curriculum, 1 hour Professionalism, and 1 hour Special Needs.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI156 | 5 Hours | \$105 (\$35 tuition + \$70 fees)  


INSTRUCTOR: CE Instructor

28802 Online 8/25 – 12/12

NEW! Conflict Resolution Strategies ONL

Take effective steps to develop professional and positive relationships with staff, children, families, and the community through the practice of conflict resolution strategies. Examine typical situations that may lead to conflict and how to address conflict in a professional manner and promote resolution. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Professionalism.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI351 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  

INSTRUCTOR: CE Instructor

28813 Online 8/25 – 12/12

NEW! Developmentally Appropriate Practice ONL

Examine what the term Developmentally Appropriate Practices (DAP) means in the context of working with children of all ages and abilities. Learn the national standards and the role of the teacher including practical strategies you can apply to support each child's learning and development at every age and stage. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Curriculum.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI352 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  

INSTRUCTOR: CE Instructor



28814 Online 8/25 – 12/12

CERTIFICATION & LICENSURE

NEW! Family and Community Partnerships **ONL**

Learn how to access the many helpful resources that are available right in our community that can benefit children and families as well as how to be an advocate for parents and children with ongoing needs related to health, education, and referral services. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Community.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI353 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

28815 Online 8/25 – 12/12

NEW! Family Child Care Preservice **ONL**

This class satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours with four clock-hours of training in each of the Maryland state approved Core of Knowledge areas: Child Development; Curriculum; Health, Safety and Nutrition; Special Needs; Professionalism; and Community. Students must successfully complete all course requirements to receive a certificate.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI354 | 24 Hours | \$350 (\$105 tuition + \$245 fees)  



INSTRUCTOR: **CE Instructor**

28816 Online 8/25 – 12/12

NEW! Introduction to Environmental Rating Scales **ONL**

Maryland has identified the Environmental Rating Scales (ERS) as quality improvement tools for child care programs participating in MD EXCELS. Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas needing improvement, and increase your program's quality. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Professionalism. Aligns with MD EXCELS Program Accreditation standard-quality rating levels 3-5.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI355 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

28817 Online 8/25 – 12/12

NEW! Observation and Assessment Birth-12 **ONL**

Systematic, objective observation of children is key to evaluating their development and planning learning activities. Become equipped with observation and assessments tools as well as appropriate methods of collecting and interpreting information while gaining a better understanding of the purpose of on-going assessment. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Child Development.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI356 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

28818 Online 8/25 – 12/12

NEW! Playground Safety **ONL**

Become more prepared to plan for a fun and safe playground as well as learn the role of the child care provider in supervising and implementing safety procedures from age appropriate and accessible playground equipment to appropriate supervision and safety checks. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Health, Safety and Nutrition.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI357 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

28819 Online 8/25 – 12/12

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

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI151 | 2 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: **CE Instructor**

28800 Online 8/25 – 12/12

NEW! Positive Child Guidance and Discipline Theory ONL

Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Child Development.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI358 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: CE Instructor

28820 Online 8/25 – 12/12

NEW! Pyramid Model for Social and Emotional Competence: Preschool ONL

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of Social and Emotional Foundations for Early Learning (SEFEL), gain strategies for understanding, addressing, and preventing challenging behavior in children ages 3-5 and practice positive ways to support children with challenging behaviors toward social competence and success. Maryland State Department of Education Core of Knowledge 18 clock hours.

Note: This class is offered in partnership with Howard Community College. This class is entirely online and does not meet at specific times.

CHI359 | 18 Hours | \$250 (\$90 tuition + \$160 fees)  



INSTRUCTOR: CE Instructor

28821 Online 9/29 – 11/3

NEW! Resources That Guide Daily Planning ONL

This course provides child care and early childhood education professionals with an explanation of key concepts of curriculum planning and implementation, including frameworks, standards, guidelines, planning tools, and state-approved curriculum resources aimed to promote quality programming and enhanced learning. It is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Curriculum.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI360 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: CE Instructor

28822 Online 8/25 – 12/12

NEW! Supervising Children in Child Care ONL

Become informed about the Maryland state child care regulations related to appropriate supervision of children of all ages and stages and learn to take an active role and apply best practices to keep children playing and learning safely. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Child Development.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI361 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  



INSTRUCTOR: CE Instructor

28823 Online 8/25 – 12/12

NEW! Cultural Competencies and Awareness ONL

Increase your awareness and ability to work effectively with diverse families in the community by identifying and developing strategies that will promote cultural competency. Apply anti-bias, diversity, and inclusion practices; promote child self-concept and esteem; and plan multi-cultural activities. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Community.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI330 | 3 Hours | \$75 (\$25 tuition + \$50 fees)  

INSTRUCTOR: CE Instructor

28826 Online 8/25 – 12/12

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

CERTIFICATION & LICENSURE

NEW! Nutrition and Active Living **[ONL]**

The nutritional and physical needs of today's children are examined, and child care professionals gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. MSDE Core of Knowledge: Health, Safety and Nutrition 3 hrs.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends 12/5/2025. Course material will be available from 8/25/2025 through 12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI332 | 3 Hours | \$75 (\$25 tuition + \$50 fees)



INSTRUCTOR: **CE Instructor**

28827 Online 8/25 – 12/12

NEW! Supporting Children With Disabilities **[ONL]**

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays, or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. MSDE Core of Knowledge: Special Needs 3 hrs.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI333 | 3 Hours | \$75 (\$25 tuition + \$50 fees)



INSTRUCTOR: **CE Instructor**

28828 Online 8/25 – 12/12

NEW! Taking Learning Outside **[ONL]**

Look beyond the slide and climber to the many ways outdoor learning environments and play spaces may be used to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Curriculum.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI334 | 3 Hours | \$75 (\$25 tuition + \$50 fees)



INSTRUCTOR: **CE Instructor**

28829 Online 8/25 – 12/12

NEW! The Child Care Provider as a Professional **[ONL]**

Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. This course is designed to help you get your program aligned with Maryland EXCELS as well as help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by the Maryland State Department of Education in the Staff Credential modifications for levels 2, 3 and 4. Maryland State Education Core of Knowledge: 3 hours Professionalism.

Note: This online class is offered in partnership with Howard Community College. Registration opens on 4/14/2025 and ends on 12/5/2025. Course material will be available from 8/25/2025-12/12/2025. You will receive login instructions via email prior to the start date. This class is entirely online and does not meet at specific times.

CHI335 | 3 Hours | \$75 (\$25 tuition + \$50 fees)



INSTRUCTOR: **CE Instructor**

28830 Online 8/25 – 12/12

Classes meet in person unless noted otherwise. Additional formats include:

[ONL] Online Course **[SR]** Structured Remote Course **[HYB]** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

Eligible for senior tuition waiver. **Eligible for disabled & retired tuition waiver.** See page 51.



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




Computers & Technology

COMPTIA

NEW! CompTIA Tech+ **HYB**

CompTIA Tech+ is a comprehensive, practical, pre-professional certification designed to provide individuals interested in a career in IT with foundational knowledge and competencies needed to enter this rapidly ever-changing field. With a Tech+ certification, students are equipped with skills that are essential to engaging in tasks undertaken by entry-level IT professionals and advanced end-users such as administration of IT infrastructure, software application, execution of development principles to problem solve and promote efficiency, cybersecurity implementation, utilization of emerging technologies including artificial intelligence (AI) and the internet of things (IoT), and data and database base management. The CompTIA Tech+ certification does not expire and serves as the base for students to pursue additional professional CompTIA certifications including CompTIA A+ and CompTIA Network+. The course price includes the cost of the CompTIA Tech+ certification exam and is proctored at FCC on the last class date.

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

CMT130 | 36 Hours | \$615 (\$350 tuition + \$265 fees)   





INSTRUCTOR: Thomas Dawson

28712 Mon, Wed 5:30 - 8:30 PM 8/25 - 10/6* Monroe Center/MC142
*No class 9/1

NEW! CompTIA A+ Core 1 Certification Prep **HYB**

In today's job market, employers are looking for candidates who possess IT certifications that demonstrate mastery of concepts and skills in demand in the IT industry. The CompTIA A+ certification is the standard used today by most IT companies hiring entry-level employees. This class will prepare you to take the first of the two CompTIA A+ certification exams. This class includes both lecture-led discussions and virtual labs in the areas of mobile devices, network technology, computer hardware, virtualization, and cloud computing. You will learn how to troubleshoot and problem solve core service and support challenges while applying best practices for documentation, change management, and scripting. The course price includes the cost of the CompTIA Core 1 certification exam and is proctored at FCC on the last class date.

Note: Students are strongly encouraged to register for CMT131- CompTIA A+ Core 1 Certification Prep and CMT133- CompTIA A+ Core 2 Certification Prep at the same time. Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation.

CMT131 | 60 Hours | \$900 (\$635 tuition + \$265 fees)    





INSTRUCTOR: Thomas Dawson

28713 Mon, Wed 5:30 - 9:30 PM 10/13 - 12/8* Monroe Center/MC142
*No class 11/24, 11/26

NEW! CompTIA A+ Core 2 Certification Prep **HYB**

Complete your course work to become an IT User Support Specialist. This class will build on the knowledge and skills gained in the CompTIA A+ Core 1 Certification Prep course. This course will prepare you to take the second of the two CompTIA A+ certification exams. This course includes both lecture-led discussions and virtual labs involving the installation and configuration of Windows, Mac, and Linux operating systems and expanded security practices and procedures. You will also practice software troubleshooting and learn best practices for safety, environmental impacts, communication, and professionalism.

Note: To succeed in this course, students should have either successfully completed CMT131- CompTIA A+ Core 1 Certification Prep or passed the CompTIA A+ Core 1 Exam (220-1201 or 220-1101) within the last three years. Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. The course price includes the cost of the CompTIA Core 2 certification exam and is proctored at FCC on the last class date.

CMT133 | 60 Hours | \$900 (\$635 tuition + \$265 fees)    

INSTRUCTOR: Thomas Dawson

28714 Mon, Wed 5:30 - 9:30 PM 1/12/26 - 3/4/26* Monroe Center/MC142
*No class 1/19/26

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

CompTIA[®] Careers by Certification^{*}

Accelerate your IT Career with a CompTIA certification!

These industry-recognized credentials will equip you with the skills and knowledge needed to land top jobs, advance your career, and stay ahead in the fast-paced world of technology. Take the next step toward your future today!

CompTIA A+

- IT Support Technician: \$45,586
- Field Service Technician: \$51,691
- Technical Support Specialist: \$68,692

CompTIA Network+

- Network (Field) Technician: \$74,044
- Network Administrator: \$97,683
- Network Engineer: \$100,032

CompTIA Security+

- Systems Administrator: \$96,324
- Security Engineer: \$101,378
- Security Specialist: \$108,283

*Sample position titles provided by CompTIA. Average base salaries presented for Frederick, MD via Indeed.




Learn more and register at frederick.edu/infotech

COMPUTERS & TECHNOLOGY

Security Fundamentals **ONL**

Intended for students progressing through the CompTIA certification hierarchy in preparation for positions in Cybersecurity. Provides students with the knowledge and skills to implement, maintain, and secure network services, network devices, and network traffic. Builds on foundational network concepts, computer hardware, and operating systems principles. Students will learn skills and concepts in preparation for the CompTIA Security+ Certification exam. Also offered for credit as CMIS281.

Note: Students must have successfully completed CMIS280, CIS180, CMT103, CMT133 or have a valid and live CompTIA A+ or CompTIA Net+ certification along with Program Manager approval (jhatch@frederick.edu). This course is entirely online. Classes do not meet at specific times.

CMT506 | 37.5 Hours | \$480 (\$360 tuition + \$120 fees)   

INSTRUCTOR: Blackboard Instructor

28732 Online 10/15 – 12/13

PRICE DROP! CompTIA A+ Certification Prep 1: Hardware **ONL**

Get ready to roll up your sleeves and dive inside your personal computer! The CompTIA A+ Certification Prep 1: Hardware course is the first of three CompTIA courses you will need to take to successfully prepare for your A+ certification. It teaches you about the hardware common to nearly every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. Throughout our CompTIA A+ prep course, you will learn techniques every tech masters for building and troubleshooting all sorts of computers, plus get the inside scoop on how techs work within the enterprise. This computer hardware course also gives you the base knowledge needed to continue your CompTIA A+ certification studies for the 220-1101 and 220-1102 exams.

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

ONL350 | 24 Hours | \$145 (\$10 tuition + \$135 fees)   

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PRICE DROP! CompTIA A+ Certification Prep 2: Software **ONL**

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

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

ONL351 | 24 Hours | \$145 (\$10 tuition + \$135 fees)   

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PRICE DROP! CompTIA A+ Certification Prep 3: Network/Security **ONL**

The CompTIA A+ Certification Prep 3: Networking/Security course focuses on fun and practical technology. You will learn how to select, install, and service sound and display components, and how to set up, maintain, and troubleshoot wired and wireless networks. During this network/security training, you will also learn about many aspects of PC and network security and discover how to configure and troubleshoot tablets and smartphones. This CompTIA A+ Prep 3 course completes the three-course CompTIA A+ certification exam prep series that is needed to prepare you for both the 220-1101/1102 exams and your career as a certified technician.

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

ONL352 | 24 Hours | \$145 (\$10 tuition + \$135 fees)   

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

COMPUTER APPLICATIONS

NEW! Computer Skills for the Workplace **ONL**

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will also focus on practical applications for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

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

ONL277 | 24 Hours | \$139 (\$10 tuition + \$129 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

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



Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025

NEW! Getting Started with Google Workspace **ONL**

In this Google Workspace training course, you will learn about the many free apps that Google makes available on the web and how to put them to work for business, hobbies, and personal projects. You will find out how to use each of the most popular Google apps and how they fit together to support each other and make things easier for you—from sending email messages to creating business and personal documents to sharing files and more. Upon successful completion of your course, you will know the ins and outs of Google Workspace apps.

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

ONL265 | 24 Hours | \$149 (\$10 tuition + \$139 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Understanding the Cloud **ONL**

In this course, students explore how the cloud works, what drives its incredible growth, and how you can use cloud services. Explore the building blocks of the cloud and gain a clear understanding of IaaS (infrastructure), SaaS (software), and PaaS (platforms). Learn about the different kinds of clouds (public, private, and hybrid). Look inside the engine rooms of the cloud—data centers—and how the cloud infrastructure enables data to zip across the globe at lightning speed. Lastly, gain an understanding of how mobile devices and major mobile ecosystems continue to shape the cloud. Whatever their technical background, by the end of this course, students will be thoroughly cloud-savvy.

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

ONL278 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to InDesign CC **ONL**

This course explores Adobe InDesign CC, the industry-standard desktop publishing software now available through the Creative Cloud. In each lesson, students will learn an important aspect of InDesign CC and prepare a range of print and online products for a fictional company. Lesson by lesson, you will discover how the program features relate to producing actual usable documents. Students will learn the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. Students will come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, and more.

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

ONL371 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Lightroom Classic CC **ONL**

Do you have a lot of images to manage? Adobe Photoshop Lightroom is a fantastic tool for digital photographers at any skill level who need to manipulate and organize photos and images. This course will teach you how to use Lightroom Classic CC, Adobe's easy-to-use software that prepares, edits, and organizes photos quickly and effectively. Through hands-on exercises, you will learn to use Lightroom Classic CC like a pro and perfect your digital photos!

Note: This online course is offered in partnership with Ed2Go. Adobe offers two versions of Lightroom CC (Lightroom CC and Lightroom Classic CC). This course is written for Lightroom Classic CC only.

ONL372 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Photoshop CC **ONL**

This introductory Photoshop CC course provides meticulous instructions that will teach students to use Photoshop Creative Cloud with confidence.

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

ONL373 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PRICE DROP! Keyboarding **ONL**

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

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

ONL148 | 24 Hours | \$125 (\$10 tuition + \$115 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.



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

COMPUTERS & TECHNOLOGY

AutoCAD I **HYB**

Introduces AutoCAD software and its application as a drawing tool. Students will utilize basic AutoCAD commands to create two-dimensional production and architectural drawings. Students will use templates, layer control, dimensioning, editing, text, symbol creation, and blocks to create and modify geometrical designs and print/plot drawings for presentation. Also offered for credit as CADT101.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. To enroll, students are asked to show academic readiness in English - see page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF107 | 37.5 Hours | \$497 (\$331 tuition + \$166 fees)  



INSTRUCTOR: Kyle Hess

28587 Thu 5 - 8 PM 8/28 - 10/9 Braddock Hall/B114

AutoCAD II **HYB**

Continues the study of AutoCAD at an intermediate level. Students will create pictorial views and three-dimensional drawings. Students will be introduced to additional CAD systems (Autodesk, Architecture, Revit, Civil 3D, and MicroStation). Also offered for credit as CADT102.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Prerequisite or Corequisite: CADT101 or DRF107. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF108 | 37.5 Hours | \$497 (\$331 tuition + \$166 fees)  



INSTRUCTOR: Kyle Hess

28592 Thu 5 - 8 PM 10/16 - 12/11 Braddock Hall/B114

Revit (BIM) **HYB**

Presents Autodesk Revit software, a Building Information Modeling (BIM) program, and its application as a design/drawing tool throughout the design process. Allows students to create designs in 3D, annotate with 2D drafting elements, and access building information from the building models database. Students will have a thorough knowledge of many of the Revit basics needed to be productive in a classroom or office environment. Also offered for credit as CADT130.

Note: To enroll, students are asked to show academic readiness in English - see page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

DRF103 | 37.5 Hours | \$497 (\$331 tuition + \$166 fees)  

INSTRUCTOR: Michael Taylor

28593 Wed 5 - 8 PM 10/15 - 12/10 Monroe Center/MC135

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025

September classes - first week of June 2025 | October classes - first week of July 2025



November classes - first week of August 2025

INFORMATION TECHNOLOGY

NEW! Explore a Career in Cybersecurity **ONL**

This course explores a career in cybersecurity and reviews various topics, including cybersecurity roles, job requirements, problem-solving techniques, and cybersecurity concepts. This course will help you decide whether a career in cybersecurity is something that aligns with your talents and interests and, if so, the best next steps to pursue this lucrative career path.

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

ONL257 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

Introduction to Artificial Intelligence **ONL**

For decades, artificial intelligence (AI) has been a staple of science fiction stories, but thanks to modern advances in computational capacity and storage capabilities, it's becoming a reality. Today, there are examples of artificial intelligence all around us. The purpose of this course is to provide you with an artificial intelligence practical knowledge foundation. This course will introduce you to various forms of artificial intelligence (AI) and how we interact with AI as consumers in applications like chatbots and recommendation engines. You'll see how AI provides analytics in business and consider industries that may be transformed or even disrupted by AI implementations. You'll go under the hood to see how computers can "learn" using artificial neural networks and various forms of machine learning. You will review AI applications such as natural language processing, forecasting, and robotics. You'll also learn about the AI development process and how AI will affect the workforce. Finally, you'll consider some of the ethical factors in AI deployment.

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

ONL295 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

NEW! Blockchain Fundamentals **ONL**

This course provides a foundation in a practical knowledge of blockchain. Beginning with an understanding of blockchain technology and its intended purpose, the course progresses into blockchain architecture. You will review the enterprise implementation and practical use of blockchain, such as in banking, healthcare and government applications. Throughout the course, you will also learn how blockchain evolved from its beginnings with cryptocurrencies and the role it plays in the trading, distribution, and other transactions that occur with cryptocurrency.

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

ONL255 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

NEW! Introduction to Machine Learning **ONL**

This course teaches you specific techniques used in supervised, unsupervised, and semi-supervised machine learning, including which applications each type of machine learning is best suited for and the type of training data each requires. You will discover how to differentiate offline and online training and predictions, automated machine learning, and how the cloud environment affects machine learning functions. Additionally, you will explore some of the most significant areas in the field of machine learning research.

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

ONL256 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Networking **ONL**

Are you ready to learn the fundamentals of computer networking in terms you can easily understand? If so, this course will help you understand why networks have become so important, how software and hardware make networking possible, and how networks function. This course will also give you the foundation to understand and get ahead in any career involving the world of computers, networks, the Internet, and the cloud.

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

ONL262 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Intermediate Networking **ONL**

Learn real-world applications for the concepts you learned in Introduction to Networking. Continue to build your knowledge of networks, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more. You will gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity, and cloud computing. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification.

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

ONL263 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Wireless Networking **ONL**

This course will remove the mystery of wireless networking and give you a thorough understanding of this fascinating and lucrative technology. Becoming knowledgeable about wireless networking is easier than ever. With a practical and thoughtful approach to teaching and an emphasis on giving you a practical, hands-on understanding of how wireless works, this course will teach you everything you want to know about the world of wireless connectivity.

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

ONL264 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to PC Security **ONL**

Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course, you will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

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

ONL258 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to PC Troubleshooting **ONL**

This course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, this course shows you how to maintain and optimize a Windows PC. Get ready to troubleshoot and fix some PCs!

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

ONL259 | 24 Hours | \$129 (\$10 tuition + \$119 fees) **TV SW**

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.



SW Eligible for senior tuition waiver. **TV** Eligible for disabled & retired tuition waiver. See page 51.

MS OFFICE SUITE WORKSHOPS

NEW! Introduction to Windows 11 **ONL**

From managing files and editing photos to working with external drives, in this course you will learn everything you need to know about getting the most from the Windows 11 operating system. Additionally, since security is essential, you will also learn how to protect your files and protect and update Windows 11. By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 11 for both work and play.

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

ONL266 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Microsoft Word 2019 **ONL**

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

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

ONL271 | 24 Hours | \$147 (\$10 tuition + \$137 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Intermediate Microsoft Word 2019 **ONL**

If you create business documents like letters, brochures, or newsletters, you know that their quality is representative of your organization. This course will teach you how to use Microsoft Word 2019, the newest version of Microsoft's widely-used word processing software. Through hands-on lessons and modules, you will learn how to use shortcuts and time-saving techniques to create complex documents. By the end of the course, you will know how to create and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool.

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

ONL272 | 24 Hours | \$147 (\$10 tuition + \$137 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Microsoft Excel 2019 **ONL**

Do you manage large sets of data? Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. This course introduces the program's basic functions and uses. Through hands-on lessons, you will learn how to quickly set up worksheets, use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you're done, you will know how to use this vital Office 2019 tool.

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

ONL267 | 24 Hours | \$147 (\$10 tuition + \$137 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Intermediate Microsoft Excel 2019 **ONL**

Many businesses rely on spreadsheets to manage budgets, schedules, and projects. In this course, learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. If you use Excel regularly and want to learn more advanced functions in this powerful software, this course is for you.

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

ONL269 | 24 Hours | \$147 (\$10 tuition + \$137 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Advanced Microsoft Excel 2019 **ONL**

Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information and other important data. This course will help you master features in Microsoft Excel 2019 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from any source. By the time you finish this course, you will have mastered Microsoft Excel 2019 and will be able to better serve your company's data management needs.

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

ONL268 | 24 Hours | \$145 (\$10 tuition + \$135 fees)  


INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Microsoft Excel Pivot Tables **ONL**

In this information-packed course, learn how to maximize Microsoft Excel Pivot Tables functions and capabilities. Utilize the numerous pivot tables to develop useful analysis models and reports within your company. Impress your coworkers by learning how to create functional and eye-catching interactive dashboards. Discover advanced techniques such as creating timelines, calculated fields, and calculated items. By learning these advanced techniques, you can become more valuable to your organization.

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

ONL270 | 24 Hours | \$145 (\$10 tuition + \$135 fees) 

INSTRUCTOR: Ed2go Instructor*


Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

WEB DEVELOPMENT

PRICE DROP! Creating Web Pages **ONL**

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

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

ONL101 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 


INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Designing Effective Websites **ONL**

In this course you'll master the basics of web design and learn how to build sites that are better and more effective. You'll examine the tension between form and function, explore the six major states of the website development process, and learn the basics of user-centered design. You'll also look at the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review website design considerations. Along the way, you'll learn about effective type and graphics and explore the idea of making a website fully interactive. This course is a must for web designers, giving the tips and tools that will help them establish a solid career.

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

ONL251 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19



Thrive

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

Academic Skills • Art & Music • Food • Social Skills • Recreational Activities

frederick.edu/thrive
Learn more and view course offerings.
301.846.2661 • thrive@frederick.edu

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

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

Class registration open dates are as follows:



July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025

COMPUTERS & TECHNOLOGY

NEW! UI/UX Design **ONL**

User interface (UI) and user experience (UX) design have emerged as the framing approach to all digital design, including websites, apps and other devices, and is one of the most valuable skills in today's digital design environment. This course provides a concentrated but substantial introduction to every key element in UI/UX design. Students will learn a basic understanding of competitive research, designing effective user experiences, applying design aesthetics, testing for accessibility, creating professional prototypes, and summary reports and design proposals. Integrated throughout the course are real-world examples that prepare students to enter into or become more valuable participants in the field of UI/UX design.

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

ONL252 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! How to Get Started in Game Development **ONL**

There has never been a better time to start a career in the game development industry. Industry forecasts indicate that gaming will be worth close to \$100 billion dollars in the next two years. This course provides fundamentals of game development and an overview of game genres, platforms, and audiences. Tools and techniques are taught to make better design decisions and achieve greater efficiencies. Students will discover why many games fail and how to ensure their games are positioned for success. Through hands-on experience in many game development processes, students will gain the experience and confidence they need to start developing their own game.

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

ONL323 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  

INSTRUCTOR: Ed2go Instructor*



Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

CODING AND PROGRAMMING

NEW! Creating Mobile Apps with HTML5 **ONL**

Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't! Fortunately, you're about to discover a better way to build apps. In this course, you'll view ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.

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

ONL250 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to Programming **ONL**

Take your first steps toward a career as a computer programmer! In this course, you'll learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. Even if you've never programmed before, you'll find it easy to follow the step-by-step instructions in each lesson. By the end of the course, you'll have the skills and confidence you need to program in BASIC and design your own custom applications for home, school, or work.

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

ONL253 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to C++ Programming **ONL**

Here's your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course. You'll get right to programming in this course—even if you have no prior programming experience! Before you know it, you'll be putting together programs, and you'll see how easy programming really is.

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

ONL254 | 24 Hours | \$129 (\$10 tuition + \$119 fees)  

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025

September classes - first week of June 2025 | October classes - first week of July 2025

November classes - first week of August 2025

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

PRICE DROP! Introduction to SQL **ONL**

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

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

ONL140 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Intermediate SQL **ONL**

When it comes to query language for relational database management systems, SQL is the industry benchmark. This hands-on course will help you advance your knowledge and keep pace with today's SQL standards. You will practice designing, writing, and testing complex SQL queries to execute on a practice database using SQL Server Express.

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

ONL157 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PRICE DROP! Introduction to Python 3 Programming **ONL**

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

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

ONL214 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Introduction to JavaScript **ONL**

JavaScript programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your web pages. This course begins with the basics of JavaScript code and then moves on to more advanced topics. Throughout the course, you'll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. Additionally, since no JavaScript course would be complete without a discussion of jQuery, you'll learn about it, as well. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights. This course assumes you already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.

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

ONL189 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

PRICE DROP! Introduction to Java Programming **ONL**

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

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

ONL184 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

NEW! Intermediate Java Programming **ONL**

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file and see how to read and retrieve data and process it. Organize information using multiple classes in Java's class hierarchy and inheritance and learn how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. Throughout the course, you'll build complete applications that combine these concepts and utilize the knowledge you've gain to solve programming problems in order to master all of these important principles.

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

ONL188 | 24 Hours | \$129 (\$10 tuition + \$119 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Healthcare & Wellness

CPR & FIRST AID

Register online for CPR classes at frederick.edu/CPR

CPR: Basic Life Support for the Healthcare Provider

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

Note: This course will meet on campus in an in-person environment. This course follows our CPR Refund Policy. Details provided at checkout. For more information, contact CEinfo@frederick.edu.

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



INSTRUCTOR: CE Instructor

28594	Tue 9 AM - 3:30 PM	7/15	Monroe Center/MC124
28595	Sat 9 AM - 3:30 PM	7/19	Monroe Center/MC116
28596	Tue 9 AM - 3:30 PM	7/22	Monroe Center/MC124
28597	Fri 9 AM - 3:30 PM	7/25	Monroe Center/MC116
28598	Tue 9 AM - 3:30 PM	7/29	Monroe Center/MC124
28599	Sat 9 AM - 3:30 PM	8/2	Monroe Center/MC116
28600	Tue 9 AM - 3:30 PM	8/12	Monroe Center/MC124
28601	Thu 9 AM - 3:30 PM	8/21	Monroe Center/MC124
28602	Thu 9 AM - 3:30 PM	8/28	Monroe Center/MC124
28603	Sat 9 AM - 3:30 PM	8/30	Monroe Center/MC116
28604	Thu 9 AM - 3:30 PM	9/4	Monroe Center/MC124
28605	Tue 9 AM - 3:30 PM	9/9	Monroe Center/MC124
28606	Thu 9 AM - 3:30 PM	9/18	Monroe Center/MC124
28607	Tue 9 AM - 3:30 PM	9/23	Monroe Center/MC124
28608	Sat 9 AM - 3:30 PM	9/27	Monroe Center/MC116
28609	Tue 9 AM - 3:30 PM	10/7	Monroe Center/MC124
28610	Thu 9 AM - 3:30 PM	10/16	Monroe Center/MC124
28611	Sat 9 AM - 3:30 PM	10/25	Monroe Center/MC116
28612	Tue 9 AM - 3:30 PM	10/28	Monroe Center/MC124
28613	Fri 9 AM - 3:30 PM	10/31	Monroe Center/MC116
28614	Thu 9 AM - 3:30 PM	11/13	Monroe Center/MC124
28615	Tue 9 AM - 3:30 PM	11/18	Monroe Center/MC124
28616	Fri 9 AM - 3:30 PM	11/21	Monroe Center/MC116
28617	Tue 9 AM - 3:30 PM	11/25	Monroe Center/MC124
28618	Tue 9 AM - 3:30 PM	12/2	Monroe Center/MC124
28619	Tue 9 AM - 3:30 PM	12/9	Monroe Center/MC124

Note: Students must possess a current AHA CPR Basic Life Support card prior to starting CAH190 or CAH158 clinical courses and/or enroll in SAF157 at the same time as CAH272, CAH273 and CAH333 courses.

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

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

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

Note: This course will meet on campus in an in-person environment. This course follows our CPR Refund Policy. Details provided at checkout. For more information, contact CEinfo@frederick.edu.

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



INSTRUCTOR: CE Instructor

28620	Sat 8:30 AM - 4 PM	7/12	Monroe Center/MC116
28621	Sat 8:30 AM - 4 PM	8/9	Monroe Center/MC116
28626	Sat 8:30 AM - 4 PM	8/16 (SPANISH)*	Monroe Center/MC116
28622	Sat 8:30 AM - 4 PM	9/6	Monroe Center/MC116
28627	Sat 8:30 AM - 4 PM	9/13 (SPANISH)*	Monroe Center/MC116
28623	Sat 8:30 AM - 4 PM	10/4	Monroe Center/MC116
28628	Sat 8:30 AM - 4 PM	10/11 (SPANISH)*	Monroe Center/MC116
28624	Sat 8:30 AM - 4 PM	11/8	Monroe Center/MC116
28629	Sat 8:30 AM - 4 PM	11/15 (SPANISH)*	Monroe Center/MC116
28625	Sat 8:30 AM - 4 PM	12/6	Monroe Center/MC116

*** This class section will be taught in Spanish. Esta sección del curso se impartirá en español.**

Este curso se llevará a cabo en el campus en un entorno presencial. Este curso fue desarrollado por la American Heart Association (AHA) para cualquier persona con formación médica limitada o nula que necesite una tarjeta de finalización del curso en el uso de Reanimación Cardiopulmonar (RCP) y Desfibrilador Externo Automático (DEA) y primeros auxilios para cumplir con requisitos laborales, regulatorios u otros, o por interés personal. El curso enseña RCP y uso del DEA en adultos y niños, RCP en infantes, cómo aliviar la asfixia en adultos, niños e infantes, y cómo solicitar ayuda de emergencia rápidamente. Primeros Auxilios cubre habilidades básicas de evaluación del paciente, control de hemorragias, manejo de las vías respiratorias y emergencias médicas. Este curso enseña habilidades con la técnica de práctica mientras observa, probada por la investigación de la AHA, que permite a los instructores observar a los estudiantes, proporcionar retroalimentación y guiar el aprendizaje de las habilidades por parte de los estudiantes. Este curso sigue nuestra "CPR Refund Policy" (Política de Reembolso para RCP). Los detalles completos (disponibles oficialmente en inglés) se proporcionan al momento del pago. Comuníquese con CEinfo@frederick.edu para más información.

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 51.

CPR and First Aid for Pets

This course will teach participants what to do in an emergency situation with their pets, who to call for emergency care, and basic first aid and CPR skills when time matters most for your furry friends. Students will learn chest compressions and basic CPR skills for animals. First Aid will focus on wound care and controlling bleeding, pet vital signs, pet health assessment, and basic medical emergencies for pets. Instructors will observe students, provide feedback, and guide them through hands-on skills learning.

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

SAF160 | 3 Hours | \$75 (\$10 tuition + \$65 fees)

INSTRUCTOR: Brandi Bochert

28630	Sat 9 AM - 12 PM	7/26	Monroe Center/MC116
28631	Sat 9 AM - 12 PM	8/23	Monroe Center/MC116
28632	Sat 9 AM - 12 PM	9/20	Monroe Center/MC116
28633	Sat 9 AM - 12 PM	10/18	Monroe Center/MC116
28634	Sat 9 AM - 12 PM	11/22	Monroe Center/MC116
28635	Sat 9 AM - 12 PM	12/13	Monroe Center/MC116



The Institute for Learning in Retirement

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

TOPICS INCLUDE:

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

LEARN MORE

ILRFCC.org • 301.846.2561 • ILR@frederick.edu



Interested in a healthcare career?

Get started with FCC's introductory course **CAH145: Foundations for Healthcare Careers**. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most of FCC's healthcare career programs. See below for Summer/Fall 25 classes and refer to specific healthcare programs on pages 28-34 for correlating CAH145 class.

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

28660	M, W	4:30 – 7:30 PM	7/9 – 8/20	MC115
28652	Tu, Th	6 – 9 PM	7/22 – 8/28	MC104
28636	Tu, Th	9 AM – 1:30 PM	7/29 – 8/21	MC116
28637	M, W	5:30 – 9:30 PM	8/4 – 9/3*	MC116
28665	Tu, Th	9 AM – 12:00 PM	8/19 – 9/25	MC144
28658	Tu, Th	6 – 9 PM	8/19 – 9/25	MC105
28666	M, W	6 – 9 PM	8/20 – 10/1*	MC124

*No class 9/1

CERTIFIED NURSING ASSISTANT (CNA/GNA)

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

This program meets all eligibility requirements for CNA certification in the state of Maryland.

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

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

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- Provide proof of being 16 years of age or older at time of registration
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90).
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- Undergo a background investigation, fingerprinting, and drug testing; cost included in course fees

Students will receive information regarding clinical requirements during the beginning of the CNA course, CAH132.

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

CAH145 Foundations for Healthcare Careers **HYB**

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 months. Learn basic patient care skills, your role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with CAH133 and Clinicals, this course meets all eligibility requirements for CNA certification in the state of Maryland. The program requires study time outside of class and includes written and practical (hands-on) skills tests, both of which must be passed to successfully complete the course and begin CAH133: Certified Nursing Assistant Part II.

Prerequisite and Notes: Students must have successfully completed CAH145 or ADE641 prior to the class start date of CAH132. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must enroll in CAH133 (CNA Part II) as a corequisite. Students should report to MC116 the first class session.

CAH133 Certified Nursing Assistant, Part II

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

Prerequisite and Notes: Students must have successfully completed CAH132 Certified Nursing Assistant Part I prior to the class start date for CAH133. Students will meet in Room MC116 during the first class session.

CAH190 Certified Nursing Assistant–Clinicals

Students will participate in supervised clinical rotations with experienced CNA instructors in local health care facilities and will interact with patients/residents performing the duties and responsibilities of a nursing assistant. Individual skills and execution are evaluated daily.

Prerequisite and Notes: Students must successfully complete Certified Nursing Assistant Part II, CAH133, prior to beginning the Certified Nursing Assistant Clinicals, CAH190. Prior to Clinicals students must provide evidence of negative TB test or chest x-ray, undergo physical exam and provide proof of up-to-date immunizations, current American Heart Association Basic Life Support (BLS) CPR Card (SAF157), and undergo a background check and/or drug test as required by clinical sites. Background check and drug test costs are included in course fees. Students will receive information about clinical requirements during CAH132. Students will attend Clinicals for 45 hours within the listed dates. Exact dates will be announced during CAH133.




Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course




See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

SN Eligible for senior tuition waiver. **TD** Eligible for disabled & retired tuition waiver. See page 51.




CNA/GNA DAYTIME OPTION

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




28636 Tu, Th 9 AM - 1:30 PM 7/29 - 8/21 MC116

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




See page 26 for list of class section options.

CAH132 | 60 hours | \$992 (\$496 tuition + \$496 fees)   

28638 Tu, Th 9 AM - 2:30 PM 8/26 - 10/2 MC116/MC127

CAH133 | 60 hours | \$896 (\$496 tuition + \$400 fees)   

28640 Tu, Th 9 AM - 2:30 PM 10/7 - 11/13 MC116/MC127

CAH190 | 45 hours | \$724 (\$424 tuition + \$300 fees)   




28642 M-F 8:30 AM - 2:30 PM 11/17 - 12/10* OFF CAMPUS

**No class 11/26, 11/27, 11/28*

Total Program Hours: 207




Total Program Cost: \$3,220

CNA/GNA EVENING OPTION




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

28637 M, W 5:30 - 9:30 PM 8/4 - 9/3* MC116




**No class 9/1*

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




See page 26 for list of class section options.

CAH132 | 60 hours | \$992 (\$496 tuition + \$496 fees)   

28639 M, W, Th 5:30 - 9:30 PM 9/8 - 10/9 MC116/MC127

CAH133 | 60 hours | \$896 (\$496 tuition + \$400 fees)   

28641 M, W, Th 5:30 - 9:30 PM 10/13 - 11/13 MC116/MC127

CAH190 | 45 hours | \$724 (\$424 tuition + \$300 fees)   

28643 M-F 5 - 9 PM 11/17 - 12/9* OFF CAMPUS

**No class 11/26, 11/27, 11/28*

Total Program Hours: 207

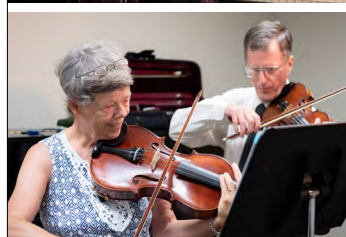
Total Program Cost: \$3,220



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.



 **Frederick Community College**
FCC Music
 Youth | College | Community



Lessons, Classes, and Ensembles for Ages 6+

The FCC music program is led by expert musicians with lessons and ensembles open to students of all ages and all levels, from beginner to advanced, in a variety of formats.

Browse courses and register online:
frederick.edu/fccmusic

7932 Opossumtown Pike, Frederick, MD 21702
 301.846.2661 • fccmusic@frederick.edu






DENTAL ASSISTING & DENTAL RADIOGRAPHY

Foundations for Healthcare Careers HYB

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

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

INSTRUCTOR: CE Instructor




28665	Tue, Thu 9 AM - 12 PM	8/19 – 9/25	Monroe Center/MC144
28666	Mon, Wed 6 - 9 PM	8/20 – 10/1*	Monroe Center/MC124

**No class 9/1*

Fundamentals of Dental Assisting HYB

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule which the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students must register at the same time for SAF157- CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE641 prior to CAH272 class start date. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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


INSTRUCTOR: CE Instructor

28668	Mon, Wed 5:30 - 9:30 PM	10/6 – 12/10	Monroe Center/MC124
-------	-------------------------	--------------	---------------------

Oral Radiography HYB

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule which the instructor will provide. This course requires knowledge of basic dental assisting and dental anatomy. Students should be working as a dental assistant for at least 6 months to enroll in this course. Students must register at the same time for SAF157-CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

CAH273 | 39 Hours | \$1,012 (\$497 tuition + \$515 fees)   

INSTRUCTOR: CE Instructor

28671	Fri 9 AM - 1 PM	7/11 – 9/12	Monroe Center/MC124
28672	Sat 9 AM - 1 PM	9/20 – 12/6*	Monroe Center/MC124

**No class 11/29*



Personal ENRICHMENT

Courses and **experiences** for inquisitive minds.

frederick.edu/PersonalEnrichment

Learn more and view course offerings.

301.624.2727 • PersonalEnrichment@frederick.edu

MEDICAL BILLING AND CODING CERTIFICATION

Anatomy & Physiology for Medical Coding **ONL**

This course is designed to teach medical coding students the basics of human anatomy and physiology and how it relates to medical records and coding. Students will learn about the structure and function of the body, various body systems, and anatomical terms.

Note: This class is entirely online. The class does not meet at a scheduled time. Students must meet all expected deadlines and expectations outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH185 | 24 Hours | \$143 (\$129 tuition + \$14 fees)



INSTRUCTOR: Patrick Beacham

28644	Online	9/4 – 10/8
28645	Online	10/1 – 11/4
28646	Online	11/1 – 12/5

Medical Terminology for Billing & Coding **ONL**

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

Note: This class is entirely online. The class does not meet at a scheduled time. Students must meet all expected deadlines and expectations as outlined in the syllabus. Students complete work on their own time. Visit frederick.edu/CEWDCourseAccess for help with student course access.

CAH195 | 24 Hours | \$143 (\$129 tuition + \$14 fees)



INSTRUCTOR: Patrick Beacham

28647	Online	9/4 – 10/8
28648	Online	10/1 – 11/4
28649	Online	11/1 – 12/5

Medical Billing - AAPC Certified Professional Biller (CPB) **HYB**

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

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation includes non-scheduled asynchronous participation. Students must have successfully completed CAH195: Medical Terminology for Billing & Coding prior to starting CAH252. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Registration closes 10 days prior to the class start date.

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



INSTRUCTOR: CE Instructor

28708	Tue 9 AM - 12:30 PM	2/24/26 – 6/16/26*	TBD
-------	---------------------	--------------------	-----

*No class 3/31, 4/7

Medical Coding - AAPC Certified Professional Coder (CPC) **HYB**

Would you like to translate the language of healthcare? This medical coding course will train you to review clinical reports and translate them into uniform medical codes used in the medical billing and reimbursement cycle. Upon successful completion you can sit for the AAPC Certified Professional Coder (CPC) exam. Course fees cover the cost of the AAPC learning platform, two attempts for the CPC exam, one year membership to AAPC, and one year of Practicode access. Successful completions of the course, the AAPC exam, and Practicode will give students the experience needed to enter the workforce as a Certified Professional Coder (CPC).

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students must have successfully completed CAH195: Medical Terminology for Billing & Coding AND CAH185: Anatomy & Physiology for Medical Coding. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Registration closes 10 days prior to the class start date.

CAH253 | 100 Hours | \$1,918 (\$998 tuition + \$920 fees)



INSTRUCTOR: Blackboard Instructor

28707	Wed 6 - 9:30 PM	1/21/26 – 5/13/26*	TBD
-------	-----------------	--------------------	-----

*No class 4/1

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

SW Eligible for senior tuition waiver. **TV** Eligible for disabled & retired tuition waiver. See page 51.



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

PHLEBOTOMY TECHNICIAN

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

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

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

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- Provide proof of being 18 years of age or older at the start of CAH158
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90)
- Current American Heart Association, Basic Life Support CPR card or register for SAF157: CPR Basic Life Support

Other program requirements PRIOR to Clinical:

- Provide evidence of a negative TB test or chest X-ray
- Undergo a physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series
- Undergo a background investigation; background check fee is included in course fees
- Students will receive information regarding clinical requirements during the beginning of the Phlebotomy course, CAH156

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

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

CAH145 Foundations for Healthcare Careers HYB

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

CAH156 Phlebotomy Technician Preparation I: Theoretical Applications

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

Prerequisite: Students must have successfully completed CAH145 or ADE641 prior to the class start date for CAH156. Students must register at the same time for SAF157 - CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card.

CAH157 Phlebotomy Technician Preparation II: Practical Applications

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course, students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling, and identifying complications related to blood collection and medical errors. Students learn and practice 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 prepare students to take several national certification exams. The program requires study time outside of class and includes both written and practical (hands-on) skills assessments, which must be passed prior to starting the clinical course.

Prerequisite: Students must have successfully completed CAH156- Phlebotomy Technician Preparation I: Theoretical Applications prior to the first day of class for CAH157.

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.




SN Eligible for senior tuition waiver. RW Eligible for disabled & retired tuition waiver. See page 51.

CAH158 Phlebotomy Technician Clinical


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

Prerequisite and Notes: Students must have successfully completed CAH157-Phlebotomy Technician Preparation II: Practical Applications prior to the start date of CAH158. Prior to Clinicals, students must provide evidence of a negative TB test or chest x-ray, undergo a physical exam and provide proof of up-to-date immunizations, possess a current American Heart Association Basic Life Support (BLS) CPR Card (SAF157), and undergo a background check and/or drug test as required by clinical sites. Background check and drug test costs are included in the course fees. Students will receive information regarding all required medical documentation during CAH156- Phlebotomy Technician Preparation I: Theoretical Applications. Clinical rotations will occur during daytime hours, Monday-Friday. Clinical hours vary per clinical site. Clinicals are between 3 and 5 weeks within the listed dates. Clinical assignments will be discussed during CAH157.




PHLEBOTOMY TECHNICIAN

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




28652 Tu, Th 6 - 9 PM 7/22 - 8/28 MC104

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




See page 26 for list of class section options.

CAH156 | 33 hours | \$585 (\$335 tuition + \$250 fees)   

28656 Tu, Th 6 - 9 PM 9/2 - 10/7 MC124

CAH157 | 48 hours | \$700 (\$405 tuition + \$295 fees)   

28657 Tu, Th 6 - 9 PM 10/9 - 12/4* MC124
*No class 11/26, 11/27, 11/28

CAH158 | 100 hours | \$512 (\$100 tuition + \$412 fees)   

28709 M-F 7 AM - 4 PM 1/12/26 - 5/8/26* OFF CAMPUS
*No class 1/19, 4/6, 4/7, 4/8

Total Program Hours: 223

Total Program Cost: \$2,405






Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

STERILE PROCESSING**Foundations for Healthcare Careers** 

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration. Students must provide proof of being 16 years of age or older at time of registration.

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




INSTRUCTOR: CE Instructor

28658 Tue, Thu 6 - 9 PM 8/19 - 9/25 Monroe Center/MC105

Sterile Processing Technician Training: Fundamentals

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

Note: Students must register at the same time for SAF157- CPR: Basic Life Support for the Healthcare Provider or provide a current American Heart Association Basic Life Support CPR Card. Students must have successfully completed CAH145 or ADE641 prior to the start date of CAH333. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH333 | 60 Hours | \$1,104 (\$552 tuition + \$552 fees)   

INSTRUCTOR: CE Instructor

28659 Tue, Thu 6 - 9 PM 9/30 - 12/9* Monroe Center/MC105
*No class 11/27

VETERINARY ASSISTANT

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

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

Prerequisites & other requirements:

- This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888.
- CAH145 – Foundations for Healthcare Careers or ADE641 – ESL Foundations for Healthcare Careers (90)

CAH145 Foundations for Healthcare Careers HYB

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

VET130 Veterinary Assistant 1










Veterinary assistants support veterinarians and veterinary technicians and are a vital member of the veterinary medical team. In part 1 of the veterinary assistant course series, students will be introduced to veterinary office and hospital administrative procedures, communication, and client relations. Students will learn Veterinary Pharmacy and Pharmacology procedures such as filling medications and inventory control, and vaccinations and examination room procedures, including small animal restraint, medical history documentation, vital signs recording, exam room grooming, dog and cat breed and gender recognition, basic nutritional requirements, and topical medication application.


Prerequisites: This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with the CEWD Registration team at CEInfo@frederick.edu or 301.624.2888. Students must have successfully completed CAH145 or ADE641 and show academic readiness in Math. See page 46 for details.

VET131 Veterinary Assistant 2

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

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

VETERINARY ASSISTANT				
HYB CAH145	36 hours	\$523 (\$229 tuition + \$294 fees)	  	
28660	M,W 4:30 - 7:30 PM	7/9 – 8/20		MC115
VET130	60 hours	\$851 (\$399 tuition + \$452 fees)	  	
28661	M,W 4:30 - 8:30 PM	8/25 – 10/15* <i>*No class 9/1</i>		MC105
VET131	60 hours	\$851 (\$399 tuition + \$452 fees)	  	
28662	M,W 4:30 - 8:30 PM	10/20 – 12/8		MC105
Total Program Hours: 156				
Total Program Cost: \$2,225				



Collin Bomysoad
VETERINARY ASSISTANT PROGRAM

Before enrolling at FCC, Collin attended Brunswick High School. Unsure of his career path but eager to continue his education, he chose community college for its affordability and proximity. FCC proved to be the right choice, giving him a strong foundation as a veterinary assistant. Collin now plans to become a small animal veterinarian specializing in ophthalmology.

Visit frederick.edu/HealthcareCareers to learn more about the Veterinary Assistant program as well as other Healthcare Careers programs. For questions, email HealthcareCareers@frederick.edu or call 240.629.7907.

PROFESSIONAL TRAINING

Spanish for Medical Professionals **ONL**

What do you do if a patient needs your help, but you can't understand them? What if you encounter worried family members, but aren't able to reassure them that everything will be fine? Those in the medical field can easily find themselves in such situations, and you want to be prepared. Medical Spanish courses are the perfect solution. This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the "touristy" topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you.

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

ONL215 | 24 Hours | \$139 (\$10 tuition + \$129 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Spanish for Medical Professionals II **ONL**

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

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

ONL216 | 24 Hours | \$139 (\$10 tuition + \$129 fees)



INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

Eligible for senior tuition waiver. Eligible for disabled & retired tuition waiver. See page 51.

Train the Trainer - Effective Adult Learning Principles **HYB**

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. This class will meet synchronously 3 times for 9 hours total with an additional 9 hours of asynchronous self-work. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

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



INSTRUCTOR: CE Instructor

28663	Tue 6:30 - 9:30 PM	8/5 – 8/19	Braddock Hall/B215
28664	Tue 6:30 - 9:30 PM	10/14 – 10/28	Braddock Hall/B215

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025

September classes - first week of June 2025 | October classes - first week of July 2025

November classes - first week of August 2025



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.




Hospitality, Culinary & Tourism Institute

CULINARY SKILLS OR BAKING/PASTRY ARTS

Sanitation and Food Safety **[HYB]**

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




Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details.

HCT117 | 30 Hours | \$331 (\$221 tuition + \$110 fees)   

INSTRUCTOR: Charles Colison

28567	Tue 9:30 - 11:30 AM	8/26 - 10/28	Monroe Center/MC114
28566	Tue 3 - 5 PM	8/26 - 10/28	Monroe Center/MC115

Sanitation and Food Safety **[ONL]**

HCT117 | 30 Hours | \$331 (\$221 tuition + \$110 fees)   



INSTRUCTOR: Charles Colison

28798	Online	8/23 - 11/3	
-------	--------	-------------	--

Baking I **[HYB]**

Provides students with the basic skills required for entry-level work in a bakery or pastry shop of a food service operation. These skills include working in a safe and sanitary manner; reading, scaling and accurately following a recipe; demonstrating proper use of terminology, tools, and equipment; preparing, baking, and evaluating cookies, cakes, breads, pastries, pies, and tarts. Beginning plating techniques, cake decorating, and dietary alternatives are explored. Also offered for credit as HCT1104.

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in Math. See page 46 for details. Students must also successfully complete or co-enroll in HCT1101 or HCT117 or hold a current ServSafe Food Manager Certification.

HCT115 | 60 Hours | \$797 (\$441 tuition + \$356 fees)  

INSTRUCTOR: CE Instructor



28572	Mon 4:30 - 9:30 PM	8/25 - 12/8	Monroe Center/MC117, MC118
28573	Thu 9 AM - 2 PM	8/28 - 12/11	Monroe Center/MC114, MC121
28571	Fri 9 AM - 2 PM	8/29 - 12/12*	Monroe Center/MC117, MC121

**No class 11/28*

Culinary I **[HYB]**

Examines the basic concepts, skills, and attributes related to preparation of food: knife skills, product identification, and culinary terminology. Measures, prepares, and converts standardized recipes. Learns and applies classical cooking principles and techniques to food preparation. Topics include stock and sauce preparation; egg/breakfast cookery; product qualities; preparation of vegetables, fruit, and starches; and dietary guidelines and nutrition principles. Demonstrates proper food sanitation and safety practices. Teaches and applies good sustainability practices for food service operations. Also offered for credit as HCT1102.

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in Math. See page 46 for details. Students must also successfully complete or co-enroll in HCT1101 or HCT117 or hold a current ServSafe Food Manager Certification.

HCT116 | 60 Hours | \$797 (\$441 tuition + \$356 fees)  

INSTRUCTOR: CE Instructor

28570	Mon 9 AM - 2 PM	8/25 - 12/8*	Monroe Center/MC117, MC118
		<i>*No class 9/1</i>	
28568	Wed 4:30 - 9:30 PM	8/27 - 12/10	Monroe Center/MC117, MC118
28569	Fri 9 AM - 2 PM	8/29 - 12/12*	Monroe Center/MC115, MC118
		<i>*No class 11/28</i>	

HCTI Food Business Entrepreneurship

Hospitality, Culinary & Tourism Institute
Frederick Community College

Tuesdays • September 2 – October 21 • 6:00 to 9:00 p.m.

Develop skills in entrepreneurship and food management through this no-cost program.*

Learn about financial management, front and back of house operations, marketing, regulatory requirements, kitchen skills, and more. Class ends with an exciting pitch competition to local industry and financial community partners. Win monetary awards or customized mentorships!

Visit frederick.edu/foodbusiness to learn more and complete a program interest form.



Questions: Email HCTI@frederick.edu or call 240.629.7912

* This program is sponsored by the City of Frederick Department of Economic Development and the Frederick County Office of Agriculture.

Health meets Food: Culinary Medicine for Foodservice Professionals, Tier III



Foodservice professionals are perfectly positioned to play a central role in changing the way Americans eat. This course provides foodservice professionals at any level with a unique combination of nutritional knowledge and improved healthy culinary skills so that they can effectively incorporate healthy options into menus to help consumers. Professionals with Culinary Medicine knowledge and skills are empowered to develop food that is not just delicious but also healthful. A solid foundation in Culinary Medicine enhances the ability to prepare food for the most diverse range of nutrition needs. Featuring a hybrid curriculum comprised of online education and hands-on cooking modules, this course is designed for those passionate about integrating science-based nutrition research into their culinary skillset and will equip them with the nutritional knowledge and culinary skills to optimize health. Students who complete the course will earn a Tier Three Certificate in Culinary Medicine.

Note: This class will meet on campus in an in-person environment. Students taking HCT140 can register for HCT141 at the same time that they are registering for HCT140.

HCT140 | 45 Hours | \$740 (\$590 tuition + \$150 fees)  

INSTRUCTOR: Mark Mills
28501 Wed 8 AM - 12:30 PM 5/28 – 7/9 Monroe Center/MC117

Health meets Food: Culinary Medicine for Foodservice Professionals, Tier III 



HCT140 | 45 Hours | \$590 (\$590 tuition + \$0 fees)  

INSTRUCTOR: Mark Mills
28502 Wed 8 AM - 12:30 PM 5/28 – 7/9 Online

Health meets Food: Culinary Medicine for Foodservice Professionals, Tier II



This is a continuation of coursework from "Health meets Food: Culinary Medicine for Foodservice Professionals Tier III" for those who have earned the "Tier III Certificate in Culinary Medicine." Topics include renal diet, diabetes and nutrition, heart disease and diet, cancer nutrition, obesity & weight management, geriatric diet and more. This course culminates in a practical capstone project and a proctored certification exam. Students successfully completing this course will earn a Tier II certificate in Culinary Medicine. Subsequently, students who successfully pass the Certified Culinary Medicine Professional (CCMP) exam will earn top tier for Culinary Medicine: Tier 1 CCMP certification.

Note: This class will meet on campus in an in-person environment. Students must successfully complete HCT140 prior to class start date of HCT141.

HCT141 | 48 Hours | \$740 (\$590 tuition + \$150 fees)  

INSTRUCTOR: Mark Mills
28503 Wed 8 AM - 12:30 PM 7/16 – 8/27 Monroe Center/MC117

Health meets Food: Culinary Medicine for Foodservice Professionals, Tier II 

HCT141 | 48 Hours | \$590 (\$590 tuition + \$0 fees)  



INSTRUCTOR: Mark Mills
28504 Wed 8 AM - 12:30 PM 7/16 – 8/27 Online

HOSPITALITY & TOURISM MANAGEMENT

Introduction to Hospitality Management 

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

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English and Math. See page 46 for details.



HCT102 | 30 Hours | \$497 (\$331 tuition + \$166 fees)  

INSTRUCTOR: Danny Vasquez
28574 Tue 6- 8:40 PM 8/26 – 10/14 Monroe Center/MC116

Hospitality Operations 

Students 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 classifying hotels and guests, hotel organization, front office operations, hospitality applications and systems, safety and security risks and controls, housekeeping operations, front office accounting, reading financial reports, maximizing sales, and facility maintenance. Also offered for credit as HCT1160.

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English and Math. See page 46 for details.

HCT132 | 30 Hours | \$497 (\$331 tuition + \$166 fees)  


INSTRUCTOR: Danny Vasquez
28576 Tue 6 - 8:40 PM 10/21 – 12/9 Monroe Center/MC115

Classes meet in person unless noted otherwise. Additional formats include:

 Online Course  Structured Remote Course  Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.


 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

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

Event Management HYB

Event Management provides both practical knowledge and a comprehensive understanding of the catering and event management industry. Equips students with the knowledge to advance in the field if you are currently working in the field or will prepare you to enter the profession with an understanding of the industry. Provides the foundation for which students can build their careers in catering and special events or start their own business, and will examine the complex role of catering in the event management process. Topics include planning and development for special events such as weddings and anniversaries, menu planning, service planning, room selection, setup and operation, and coordination and management of the event from the inception phase to the post-evaluation of the event. Also offered for credit as HCT1155.

Note: Hybrid: Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details.

HCT114 | 37.5 Hours | \$497 (\$331 tuition + \$166 fees) 

INSTRUCTOR: **Raymond Maldo**

28575 Mon 6 - 8:40 PM 8/25 - 10/13* Monroe Center/MC104
*No class 9/1


Logistics & Production

LOGISTICS & PRODUCTION

NEW! **Supply Chain Management Fundamentals** ONL

Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field. You'll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.

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

ONL274 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: **Ed2go Instructor***

Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course


See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

NEW! **Distribution and Logistics Management** ONL

Distribution and logistics management is a critical company function. This course will not only show you how to create and operate a logistics function, but how to achieve success through a combination of strategies and tactics. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course will also address key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

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

ONL273 | 24 Hours | \$135 (\$10 tuition + \$125 fees) 

INSTRUCTOR: **Ed2go Instructor***


Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

MANUFACTURING TECHNOLOGY

NEW! **Manufacturing Fundamentals** ONL

Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. This course will teach you how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Learn how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). And learn how performance measurements and standardization improve manufacturing operations.

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

ONL275 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 

INSTRUCTOR: **Ed2go Instructor***

Online 7/16 - 8/22 | 8/13 - 9/19 | 9/17 - 10/24
10/15 - 11/21 | 11/12 - 12/19

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

Class registration open dates are as follows:

July classes - currently open | August classes - first week of May 2025
September classes - first week of June 2025 | October classes - first week of July 2025
November classes - first week of August 2025




Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

NEW! Manufacturing Applications ONL

Learn to apply the principles and concepts of manufacturing, including planning, customer demand forecasting, purchasing, production, inventory control, logistics, lean manufacturing and capacity management. In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, as well as the elements of a logistics system, including warehousing and receiving.

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

ONL276 | 24 Hours | \$129 (\$10 tuition + \$119 fees) 

INSTRUCTOR: Ed2go Instructor*

Online 7/16 – 8/22 | 8/13 – 9/19 | 9/17 – 10/24
10/15 – 11/21 | 11/12 – 12/19


Trades & Vocational Training

AUTOMOTIVE

Introduction to Automotive Technology

This course will introduce students to the automotive service industry. The course will familiarize students with the functions and operation of key components, vehicle inspections, tool and part identification/use, and shop safety. Students will also explore career paths and industry certifications. The program includes curriculum which is designed to help participants understand and deliver what employers demand today. This course is aligned with the Automotive Service Excellence (ASE) Entry Level Maintenance and Light Repair certification.

Note: This course will meet on campus in an in-person environment. This class requires reading and listening in English. Not sure about your English skills? Visit frederick.edu/Testing to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. A textbook is required for this course. Please visit bookstore.frederick.edu for details.

TRD258 | 75 Hours | \$900 (\$750 tuition + \$150 fees) 


INSTRUCTOR: Joshua Logan

28735 Tue, Thu 6 - 9 PM 9/9 – 12/9* Monroe Center/MC144
**No class 11/25, 11/27*

Braking Systems

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

Note: This course will meet on campus in an in-person environment. To enroll, students must have successfully completed TRD258- Introduction to Automotive Technology. A textbook is required for this course. Please visit bookstore.frederick.edu for details.

TRD150 | 48 Hours | \$700 (\$565 tuition + \$135 fees) 

INSTRUCTOR: Joshua Logan

28736 Tue, Thu 6 - 9 PM 1/6 – 2/26 Monroe Center/MC144


TRADES & VOCATIONAL

Introduction to Building Trades

HYB

This course introduces general aspects of building trades, the building process, and its phases. Topics include blueprint reading, Construction Specifications Institute (CSI) divisions, construction & project management, scheduling, estimating, and new construction technology as it relates to construction. The course also includes an overview of applicable equipment and materials required in the building trades. Also offered for credit as BLDT 101.

Note: To enroll, students are asked to show academic readiness in English. See page 46 for details.

TRD279 | 60 Hours | \$497 (\$331 tuition + \$166 fees) 

INSTRUCTOR: CE Instructor

29071 Mon 6 - 8:30 PM 8/23 – 12/8 Monroe Center/MC103
29076 Tue 6 - 8:30 PM 8/24 – 12/9 Monroe Center/MC105


ELECTRICAL

Fundamentals of Structural Wiring

HYB

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC181 | 90 Hours | \$768 (\$441 tuition + \$327 fees) 

INSTRUCTOR: Sanford Malakoff


28944 Tue, Thu 2:30 - 5 PM 8/26 – 10/14 Monroe Center/MC129
28584 Tue, Thu 6 - 9 PM 8/26 – 10/14 Monroe Center/MC129

Residential Electric

HYB

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

Note: Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC182 | 60 Hours | \$768 (\$441 tuition + \$327 fees) 




INSTRUCTOR: Sanford Malakoff

28591 Tue, Thu 6 - 8:30 PM 10/16 – 12/11* Monroe Center/MC129
**No class 11/27*

Commercial Electric HYB

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

Note: Prerequisite: BLDT241 or ELC182. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.




ELC166 | 60 Hours | \$603 (\$331 tuition + \$272 fees)   

INSTRUCTOR: Travis Anderson
28586 Mon, Wed 6 - 8:30 PM 8/25 - 10/13* Monroe Center/MC129
**No class 9/1*

Specialized Systems HYB

Covers topics in the electrical field such as CAT5, CAT6, CATV, fiber optics, fire alarms, photovoltaic, and electric controls. Students will receive hands-on experience working with materials and components in a lab setting. Students will also be introduced to the National Electrical Code (NEC) codes governing these various sub-fields of the electrical industry. Also offered for credit as BLDT143.

Note: Prerequisite: BLDT140 or ELC181. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

ELC183 | 60 Hours | \$535 (\$331 tuition + \$204 fees)   




INSTRUCTOR: Travis Anderson
28590 Mon, Wed 6 - 8:30 PM 10/15 - 12/10 Monroe Center/MC129

HOME INSPECTION

Home Inspection Pre-Licensure

This course covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, heating & air conditioning, insulation and ventilation, fireplace and solid burning systems, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.* *The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. This course may also meet licensing requirements for surrounding jurisdictions. Check with the licensing body in the jurisdiction of interest.

Note: This course will meet on campus in an in-person environment. There are required textbooks for this course. Please visit bookstore.frederick.edu for details.

CPD323 | 78 Hours | \$1,220 (\$1,025 tuition + \$195 fees)   




INSTRUCTOR: Welmoed Sisson
28733 Tue, Thu 6 - 9 PM 9/9 - 12/11* TBD-CE/TBA
**No class 11/25, 11/27*

HVAC

Fundamentals of HVACR HYB

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC130 | 90 Hours | \$700 (\$441 tuition + \$259 fees)   

INSTRUCTOR: Nick Pace
28583 Tue, Thu 6 - 9 PM 8/26 - 10/14 Monroe Center/MC147

Test Preparation Programs

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



College Preparation | 301.846.2427 • YouthPrograms@frederick.edu
SAT Prep • Math & Verbal



Educator Exam Prep | 301.624.2756 • CEBusiness@frederick.edu
Praxis Core Preparation






TOEFL | 240.629.7962 • ESL@frederick.edu
Test of English as a Foreign Language • Listening, Reading, Speaking, Writing

Learn more and register at frederick.edu/TestPrep

Controls for HVACR HYB

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

Note: Prerequisite: BLDT110 or HVC130. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC131 | 60 Hours | \$535 (\$331 tuition + \$204 fees)   





INSTRUCTOR: **Travis Young**

28588 Tue, Thu 6 - 8:30 PM 10/16 – 12/11* Monroe Center/MC147
*No class 11/27

HVAC Installation and Troubleshooting HYB

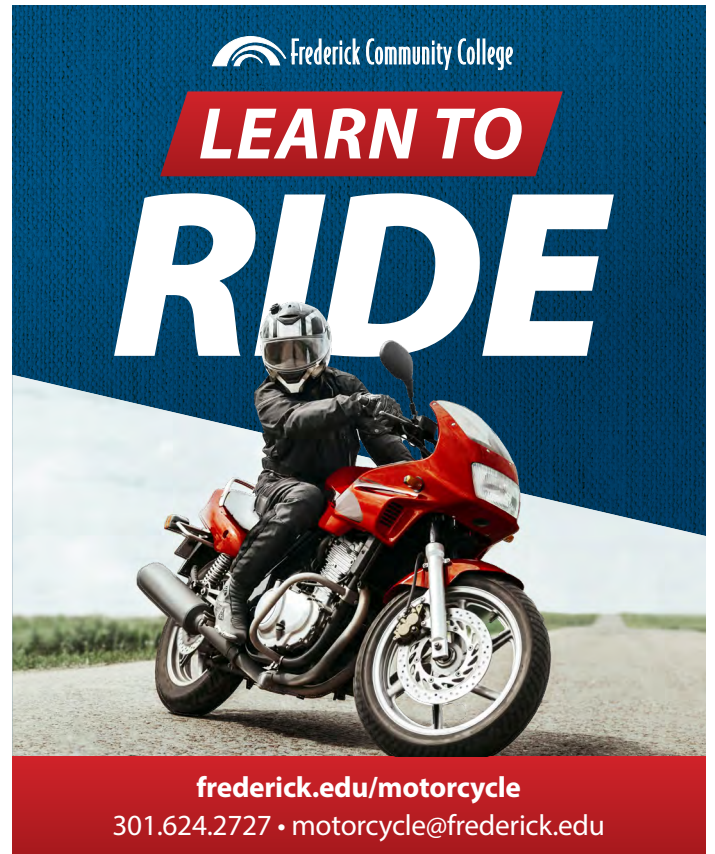
Teaches students basics of troubleshooting, installation, service and preventative maintenance techniques of HVAC equipment. Course includes EPA CFC certification. Hands-on experience will be conducted in a lab setting where students will demonstrate and apply these techniques. Also offered for credit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

Note: Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC133 | 60 Hours | \$535 (\$331 tuition + \$204 fees)    

INSTRUCTOR: **Matthew Spinks**

28585 Mon, Wed 6 - 8:30 PM 8/25 – 10/13* Monroe Center/MC147
*No class 9/1



Frederick Community College

LEARN TO RIDE

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

Classes Now Available!

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





INDEPENDENT ELECTRICAL CONTRACTORS CHESAPEAKE





Frederick Community College


iecchesapeake.com | 301.621.9545


Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course SR Structured Remote Course HYB Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.

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




 **Payment Plans Available!** Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

TRADES & VOCATIONAL TRAINING

Fossil Fuels & Hydronic Heating **HYB**

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

Note: Prerequisite: BLDT111 or HVC131. Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

HVC132 | 60 Hours | \$535 (\$331 tuition + \$204 fees)   

INSTRUCTOR: **Travis Young**




28589 Mon, Wed 6 - 8:30 PM 10/15 - 12/10 Monroe Center/MC147

WELDING

Introduction to Welding **HYB**

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD160 | 90 Hours | \$859 (\$441 tuition + \$418 fees)   




INSTRUCTOR: **Adriana Fountain**

28579 Mon, Wed 6 - 9 PM 8/25 - 12/10* Monroe Center/MC114, MC149AB
**No class 9/1*

Welding Symbols and Blueprint Reading **HYB**

Introduces students to interpret various types of prints used in the welding industry. Topics include: print reading, measurements, metallurgy, types of welds and joints, and welding symbols. Also offered for credit as BLDT121.

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. To enroll, students are asked to show academic readiness in English. See page 46 for details. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD172 | 30 Hours | \$331 (\$221 tuition + \$110 fees)   




INSTRUCTOR: **Rebecca Lorenz**

28580 Tue, Thu 5 PM - 6 PM 8/26 - 12/11* Monroe Center/MC114
**No class 11/27*

Advanced Welding: GTAW **HYB**

Introduces Gas Tungsten Arc Welding (GTAW) on carbon steel, stainless steel, and aluminum. Topics include welding safety, basic machine maintenance, and welding techniques. Also offered for credit as BLDT 224.

Note: Prerequisite: BLDT 222 or WLD161. Classes will meet in person and require online participation as noted in a syllabus or class schedule that the instructor will provide. Online participation includes non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

WLD173 | 75 Hours | \$694 (\$331 tuition + \$363 fees)   

INSTRUCTOR: **Rebecca Lorenz**




28581 Tue, Thu 6 - 8:30 PM 8/26 - 12/11* Monroe Center/MC114, MC149B
**No class 11/27*

SAFETY

Occupational Safety & Health **HYB**

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

Note: Classes will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Visit frederick.edu/CEWDCourseAccess for help with student course access.

TRD208 | 37.5 Hours | \$331 (\$221 tuition + \$110 fees)   

INSTRUCTOR: **Blackboard Instructor**

28582 Mon 7:35 - 9 PM 8/25 - 12/8* Monroe Center/MC144
**No class 9/1*

Classes meet in person unless noted otherwise. Additional formats include:

ONL Online Course **SR** Structured Remote Course **HYB** Hybrid Course

See page 4 for more information. **Online Course Note:** Multiple sections may be available for certain ONL classes. Please ensure you register for the date you want.

 Eligible for senior tuition waiver.  Eligible for disabled & retired tuition waiver. See page 51.



Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 50 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of \$30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

Workforce Training Certificates

A Workforce Training Certificate credential is comprised of a non-credit course or series of courses that focus on the skills you need to succeed in a specific industry. It demonstrates to employers that you have studied a specific body of knowledge or mastered a practice or new technology.

To be eligible to receive a Workforce Training Certificate, students must:

- Complete a course or series of courses identified as a Workforce Training Certificate program, as approved by the College.
- Complete courses on the basis of competency.

No course substitutions are allowed.

Students can request approval to transfer up to 25% of total Certificate contact hours of prior learning from an accredited institution for some Workforce Training Certificates.

Courses are not eligible for federal financial aid.

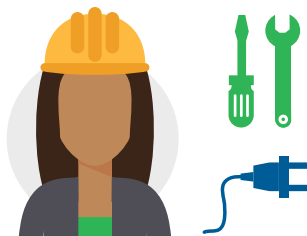
Workforce Training Certificates currently available are listed below.

For more information or to register visit: frederick.edu/WorkforceCertificates



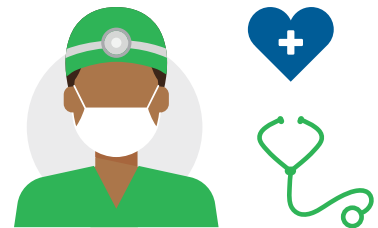
Career & Technical Training

Real Estate
Home Inspection



Construction & Applied Technologies Institute (CATI)

Electrical Foundations
Electrical Advanced
HVAC Foundations
HVAC Advanced
Welding Foundations
Welding: GMAW
Welding: SMAW



Healthcare Careers

Certified Nursing Assistant (CNA)
Dental Assisting
Oral Radiography
Medical Billing - AAPC
Medical Coding - AAPC
Patient Care Technician
Phlebotomy Technician
Sterile Processing Technician
Veterinary Assistant

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

Adult Basic Education & GED® Test Preparation

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

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

Adult Basic Education Classes

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

High School Diploma Preparation Classes

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

Contact Adult Education for details about classes and registration orientation, or apply for more info at frederick.edu/AdultEdInterest

DID YOU KNOW?

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

Pass the GED® Exam

Take and pass all four tests of the GED – Language Arts, Socials Studies, Science, and Math to receive your Maryland high school diploma. Visit ged.com for more information.

Complete the National External Diploma Program (NEDP)

Earn a high school diploma through NEDP, using your skills gained from life and work experience. More information on NEDP at casas.org/NEDP

Basic English as a Second Language (ESL)

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

[FREDERICK.EDU/ESL](https://frederick.edu/esl)

Basic English Classes

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

All Basic ESL classes are free.

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

ORIENTATIONS

1. Visit frederick.edu/ESL to learn more or call the Adult Education office at 240.629.7962.
2. Go to frederick.edu/AdultEdInterest to complete the interest form.
3. Watch your email for an invitation to attend orientation.
 - Prospective students will be invited to orientation in the order that they submit the interest form.
 - All prospective students must attend an orientation.
 - Orientations are held on Saturdays or weekdays.
 - Space is limited
4. You can also visit us in-person in the Conference Center building (Building E), room E-102.

adulted@frederick.edu • 240.629.7962 | Monday - Friday, 8:30 a.m. - 4:30 p.m.



Targeted ESL

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

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

Summer Session: May 27 – August 5

Fall Session: September 4 – November 25

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

CLASSES	TUITION + FEES
Conversation & Pronunciation	\$285
Listening & Speaking	\$285
Grammar	\$285
Reading	\$285
Reading & Grammar for Writing	\$425
TOEFL Prep	\$425

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

esl@frederick.edu • 240.629.7962

Classes meet in person unless noted otherwise. Additional formats include: **ONL** Online Course **SR** Structured Remote Course **HYB** Hybrid Course | See page 4 for more course option information.

Workforce Development Courses Prerequisites & Corequisites

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

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

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

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

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

- Take an Accuplacer Test for free at the FCC Testing Center. Score 237 or higher in the QAS section or earn a B or better in MATH 80, MATH 50 or ADB490 at FCC.
 - Grades from recent high school or college courses.
 - Scores from TOEFL, ACT, AP, CLEP, DSST, GED, PARCC/MCAP or SAT exams.
-



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

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

FCC offers Math and English skills-building courses for students (some are free). See pages 44-45 for details.

For questions, more information, or to register visit:

CEInfo@frederick.edu • 301.624.2888 • frederick.edu/QuickEnroll



Tuition Assistance & Scholarships Now Available!

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

Tuition Assistance Opportunities

FCC offers tuition assistance opportunities including Workforce Development Sequence Scholarships, Frederick County Workforce Services, and MD Promise Scholarships for eligible students in many Continuing Education & Workforce Development training programs. Visit frederick.edu/CEWDScholarships to learn more about assistance opportunities for which you may qualify.

Tuition Assistance Questions? Contact the CEWD Registration Office
CEInfo@frederick.edu • 301.624.2888

FCC Foundation Scholarship Opportunities

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

- **Building Trades Scholarship:** Eligible applicants are 18 years of age or older and enrolled in a Trades & Vocational Training course (Electrical, HVAC or Welding) at FCC.
- **CEWD Scholarship:** Eligible applicants are Frederick County residents, age 18 or older, with financial need, and enrolled in an approved CEWD course/program at FCC.

Scholarship Questions? Contact Us: Michael Thornton, FCC Foundation Scholarship Program Manager
mthornton@frederick.edu • 301.624.2851





BUSINESS SOLUTIONS

A workforce is a company's most valuable asset.

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



Matt Lambert

Business Solutions Manager

240.629.7982

BusinessSolutions@frederick.edu

frederick.edu/BusinessSolutions



CAREER TRAINING SCHOLARSHIPS AVAILABLE!*



A proud partner of the
americanjobcenter
network

Located at the FCC Monroe Center - 200 Monroe Avenue in Frederick

*Application process and eligibility requirements apply.

Learn more: 301.600.2255 | www.FrederickWORKS.com


Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities. Programming may be funded partially or in full by the United States Department of Labor.



Need to Take a Test? You Got This!

The FCC **Testing Center** administers over 230 different testing programs and is open to the Frederick community!

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

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

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

Linganore Hall, L-204

301.846.2522 • testingcenter@frederick.edu

Walk-in testing hours

M-F 8:30 a.m. - 4:30 p.m., Sat 9 a.m. - 12 p.m.

Evening testing hours (appointment required)

Tu-Th 4:30 p.m. - 7 p.m.

Follow us on Instagram! @fctestcenter | Leave a review on Google and Yelp

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

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

COURSE ENROLLMENT – REGISTER EARLY!

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

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

COURSE CHANGES

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

REGISTER ONLINE

frederick.edu/QuickEnroll

- **Sign In** if you have an existing account, or if you are a new student create a profile. For assistance resetting your password please contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.*
- **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 by credit card. You will receive two separate emails - a confirmation of enrollment and a payment transaction receipt to the address on file.

Important Notes

- Courses requiring prerequisites and/or program manager approval may not be available for online registration. See individual course details for complete information.
- Prior to registering for an online course, be sure to review individual course requirements for each class. For technical requirements, see page 42.
- Please visit us in Jefferson Hall (J Building, 1st floor) to register and pay for classes by cash, check or money order.

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

REGISTER IN PERSON

CEWD Registration Office – Jefferson Hall

Need help registering? For questions or assistance, please visit the CEWD Registration Office in Jefferson Hall on main campus (J Building, 1st floor) during normal business hours:

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

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

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

FEES

Registration Fee

A \$9 one-time-per-year, non-refundable registration fee (increasing to \$15 starting on July 1, 2025) is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

Out-of-County Tuition

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

ACCESSING BLACKBOARD

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

Blackboard

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

- AutoCAD: DRF103, DRF107, DRF108
- Computers: CMT130, CMT131, CMT133, CMT506
- Healthcare: CAH132, CAH133, CAH145, CAH156, CAH157, CAH158, CAH185, CAH190, CAH195, CAH252, CAH253, CAH272, CAH273, CAH277, CAH333, CAH487, VET130, VET131
- Hospitality: HCT102, HCT114, HCT115, HCT116, HCT117, HCT132
- Targeted ESL: AEL108, AEL109, AEL112, AEL134, AEL252, AEL302
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, TRD279, WLD160, WLD170, WLD172, WLC173, WLD174, WLD175

REGISTRATION INFORMATION

TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

- **Internet Access:** For ONL, HYB, and SR courses, students must have internet access. A broadband internet connection is preferred, but not required. It is recommended to have a back-up plan in the event that you have technical difficulties and are unable to use your internet connection for any period of time.
- **Software & Hardware Requirements:** Before registering for a course, be sure to check the class details for any specific software and hardware requirements. FCC provides all students and employees with Microsoft Office 365 for home use.
- **Email:** Students are provided with an FCC email address. Please confirm with your instructor if FCC email addresses will be used for all communication regarding classes.
- **Learning Management System:** Blackboard Learn™ learning management system is integrated into specific CEWD courses at Frederick Community College. For best performance, Blackboard should be used on the latest version of Chrome or Firefox.

For assistance with any of the above technology requirements, email the IT Help Desk at ServiceDesk@frederick.edu or call 301.846.2509 between 8:00 a.m. to 4:00 p.m., Monday - Friday.

BILLING ARRANGEMENTS

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

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

TUITION PAYMENT PLAN



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

Tuition Payment Plan Programs include:

- Automotive Technology (TRD258 & TRD150)
- Certified Nursing Assistant (CNA/GNA)
- CompTIA (CMT131 & CMT133)
- Dental Assistant
- Electrical
- Home Inspection Pre-Licensure
- HVAC
- Logistics & Production (PRD104, PRD121, PRD222)
- Medical Billing & Coding (CAH252 & CAH253)
- Network Technician
- Occupational Safety & Health
- Oral Radiography
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Targeted ESL Courses
- Veterinary Assistant
- Welding

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 47 for information on scholarships as well as other tuition assistance opportunities.*

DROPPING/REFUNDING A CLASS

Standard Drop/Refund Request Within Refund Period

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

Students have two methods to drop a class:

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

Refund Request Outside of Refund Period

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

Approved Refunds

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

Registration Fee

The annual registration fee of \$9 (\$15 starting on July 1, 2025) is only refundable when FCC cancels a course and the student is not registered for any other course.

SENIOR CITIZEN STUDENTS



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

DISABLED AND RETIRED STUDENTS



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

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

For additional information and assistance, contact us at 301.624.2888.

DUAL ENROLLMENT STUDENTS

Students 16 years of age or older may enroll in college courses while concurrently enrolled in high school and are subject to the same assessment and placement policies and procedures as other students. Students must contact their high school guidance office for information and to complete appropriate paperwork and must adhere to FCPS guidelines.

FCPS Career Pathways

Take select FCC courses in a specific career track at your FCPS high school or at FCC and earn your high school diploma and an industry certification or credential simultaneously. FCPS Career Pathways students receive free tuition and fees at FCC for all courses. FCPS students participating in Career Pathways may obtain required textbooks and materials at the FCC bookstore at no cost. Some high schools may offer classes that fulfill one or more requirements for FCC short-term training programs. Contact your high school guidance office for information and next steps.

DISABILITY ACCESS SERVICES (DAS)

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

Contact Information

Disability Access Services (DAS)
301.846.2408 or via email at DisabilityServices@frederick.edu

Coordinator for Interpreting Services
301.846.2476 (Voice), 240.578.0844 (Text) or via email at Interpreting@frederick.edu

REGISTRATION INFORMATION

BOOKSTORE

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

Contact: bookstore@frederick.edu • 301.846.2463

CONTINUING EDUCATION RECORD

Continuing Education Transcript

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

Completion Award

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

Workforce Training Certificates

Workforce Training Certificates are conferred for completion of a course or a series of courses which demonstrate acquired knowledge, proven skills and recognized capabilities within a specific industry. See page 43 for a list of Workforce Training Certificates. To be eligible to receive a Workforce Training Certificate, students must:

- Complete a course or series of course identified as a Workforce Training Certificate program, as approved by the College.
- No course substitutions are allowed.
- Complete courses on the basis of competency.

Students can request approval to transfer up to 25% of total Certificate contact hours of prior learning from an accredited institution for some Workforce Training Certificates. Workforce Training Certificates are issued each month. Workforce Training Certificate recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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

The purpose of FERPA is to afford certain rights to students concerning their educational records. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. Most post-secondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA. FERPA applies to all education records maintained by a post-secondary institution, or by any party acting for the institution, which are directly related to the student.

These include but are not limited to assessment test scores, academic standing, rosters, class schedule, or any information that would make the student's identification easily traceable. FCC may release directory information, which includes student's name, dates of attendance, and enrollment status—see the FCC catalog for a complete list. Students wishing to restrict directory information must contact the Enrollment Center (located on the first floor of Jefferson Hall) in writing with their request. Contact the Welcome Center for additional information.

ALTERNATE CALENDARS

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 10 contact hours of participation in organized continuing education/training experience under responsible, qualified direction and instruction. To receive CEUs you must attend a CEU-eligible class, attend at least 80% of the class, and meet all class requirements.

AGE REQUIREMENTS

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, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Certain programs or courses of study include higher minimum age for participation when the College has determined that age is a factor necessary to the normal operation of the program or activity. Minimum age is used as a measure or approximation of the level of maturity, judgment, and social independence needed for successful participation in the program or activity in addition to academic skills. [Authority: 34 CFR 110.12]

COLLEGE POLICIES & PROCEDURES

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



For information on hours of operation, accessible routes, directions, parking, and transportation visit frederick.edu/maps

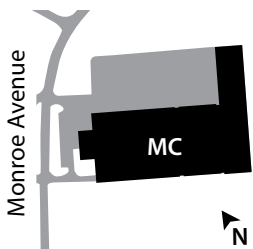
Main Campus

7932 Opossumtown Pike
Frederick, MD 21702

- 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
- K Mercer-Akre Kiln
- L Linganore Hall
- M The Carl & Norma Miller Building
- P Plant Operations
- S Sweadner Hall
- 1 FCPS Career & Technology Center
- 2 Parking Deck
- 3 Outdoor Classroom 1
- 4 Outdoor Classroom 2
- 5 Bus Stop
- Parking Lot

The Monroe Center (MC)

200 Monroe Ave
Frederick, MD 21701



↑ To Additional Athletic Fields



← To Route 15/Motter Ave

To Hayward Road →



**Continuing Education &
Workforce Development**

7932 Opossumtown Pike
Frederick, Maryland 21702

NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
FREDERICK, MD
PERMIT NO. 172

ECRWSS

NEED HELP PAYING FOR COLLEGE?

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

To learn more about assistance opportunities, turn to page 47.

