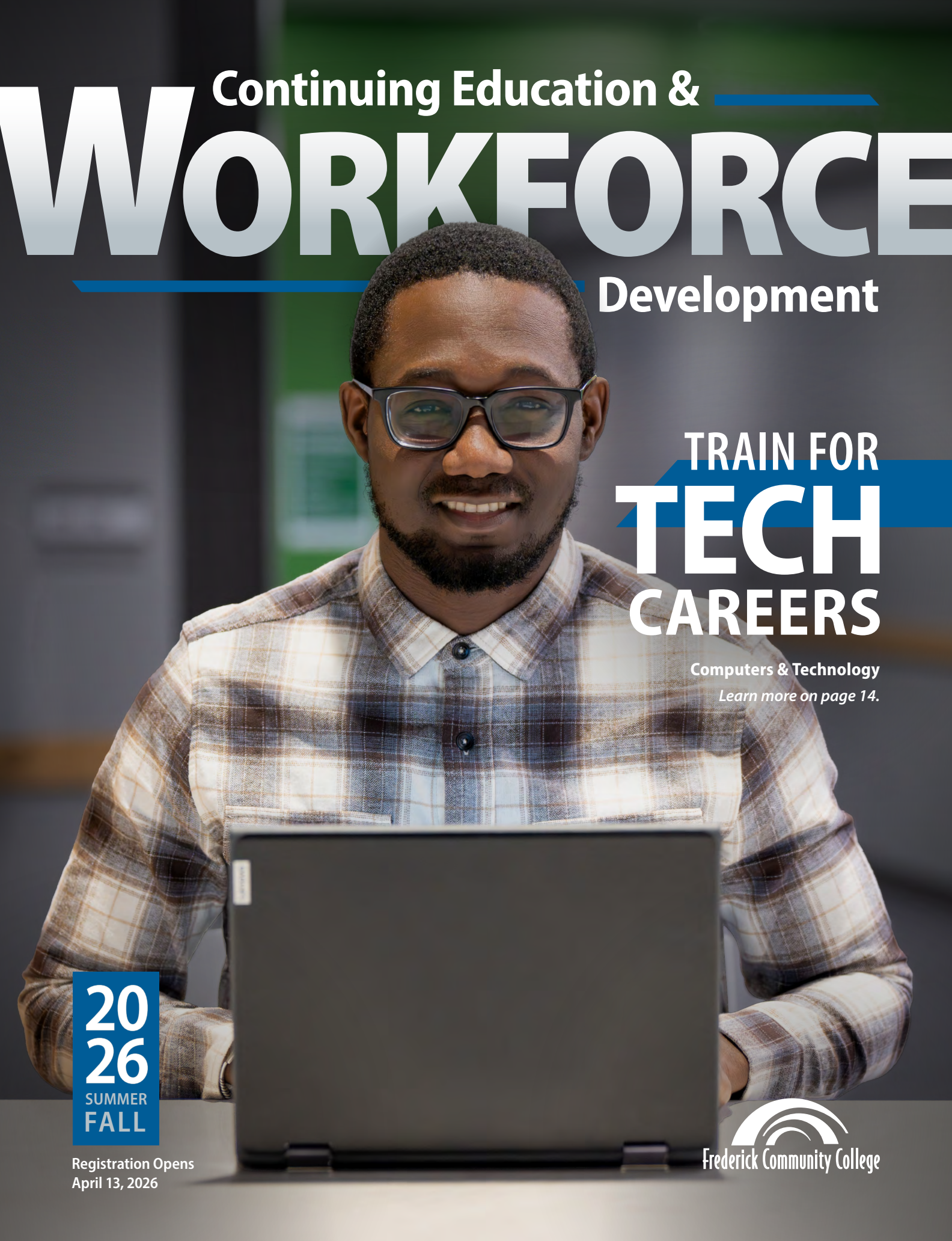
Continuing Education & WORKFORCE Development



TRAIN FOR TECH CAREERS

Computers & Technology

Learn more on page 14.

2026
SUMMER
FALL

Registration Opens
April 13, 2026

Frederick Community College

Continuing Education & Workforce Development

REGISTRATION OPENS MONDAY, APRIL 13, 2026

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

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

Courses in this schedule include these designations and an overview of formats can be found on page 4.

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 Computers & Technology learning opportunities, see page 14 or visit **frederick.edu/InfoTech**.

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.

» 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 page 43 for details.*

» Dropping a Class & Refunds

Eligibility for refunds is 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 47 for details.*

Frederick Community College

BOARD OF TRUSTEES

Theodore M. Luck, *Chair* • Carolyn Kimberlin, *Vice Chair* • Jan H. Gardner • Dr. Carmen R. Hernandez • Tracey McPherson • Dr. William Reid
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Updated 3/27/26

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CAREER FAIR & TRAINING

OPEN HOUSE

Tuesday • May 5, 2026 • 5:30 - 7:00 p.m. • Monroe Center

CAREER PROGRAMS

Discover a variety of flexible and affordable career training programs designed to prepare you for employment in high demand industries, including:

- Biotechnology
- Business
- Computers & Technology
- Childcare
- Healthcare
- Hospitality, Culinary & Tourism
- Logistics & Production
- Real Estate & Home Inspection
- Trades & Vocational Training

Meet our program staff, review upcoming course options, and discover multiple tuition assistance and scholarship opportunities for students enrolling in continuing education and workforce development programs.

CAREER FAIR

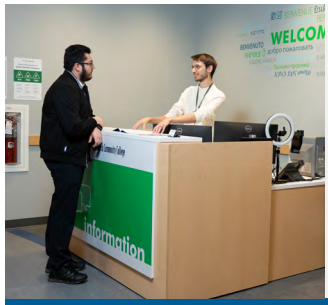
Already received training and looking for employment? Meet with local companies currently hiring in specific workforce program areas.

CAREER WORKSHOP

Not sure which career path to pursue? Participate in a 30-minute workshop to explore various careers based upon your interests and skills. Led by FCC Career Services, these sessions will provide you with helpful career planning tools and advice.

REGISTER TODAY

frederick.edu/visit
workforce@frederick.edu



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 instructor.

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 instructor.
- 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 46 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 Solutions

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 for personal use, this course will give you a solid foundation in financial matters.

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

Accounting Fundamentals II ONL

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

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. **TW Eligible for disabled & retired tuition waiver.**
See pages 46-47.

*** 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 2026
September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

BUSINESS & CAREERS

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 course is entirely online and is offered in partnership with Ed2Go.

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. Learn efficient time management techniques for entrepreneurs, and discover the secrets that separate the successful entrepreneurs from the struggling ones.

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

Administrative Assistant Fundamentals ONL

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 (ONL502-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 course is entirely online and 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) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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, how marketing differs from sales, and 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 course is entirely online and 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) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. TW Eligible for disabled & retired tuition waiver.
See pages 46-47.

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). 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. Additional features include six teachable moments videos and six choose your own adventure branching scenarios to fuel your creative thinking processes.

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

PROJECT MANAGEMENT

Project Management Fundamentals ONL

In this course, an experienced Project Management Professional will help you master the essentials of project management. You will 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. Learn to develop all sections of a project plan, become comfortable with the project management body of knowledge, 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 (ONL524- Project Management Applications) 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 course is entirely online and is offered in partnership with Ed2Go.

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You will become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and you will gain skills in developing and motivating team leaders. You will learn how to understand and relate to an organizational culture and the differing characteristics of its work groups. 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 course is entirely online and is offered in partnership with Ed2Go.

ONL524 | 24 Hours | $129 ($10 tuition + $119 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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.

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

*** 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.

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September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

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 course is entirely online and is offered in partnership with Ed2Go.

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

Frederick Community College

BUSINESS SOLUTIONS

A workforce is a company's most valuable asset.

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Certification & Licensure

REAL ESTATE & HOME INSPECTION

Maryland Real Estate Licensing Preparation

Take the first step toward a career in Maryland real estate! Designed to prepare aspiring professionals to take the Maryland Real Estate Salesperson Licensing Exam, this course emphasizes practical understanding and exam readiness. Students will build foundational knowledge in Maryland real estate law, agency relationships, contracts, property ownership, finance, ethics, zoning, and fair housing. To receive the official certificate required to take the Maryland Real Estate Salesperson Licensing Exam, participants must complete all 60 hours* of classroom instruction and earn a score of 70% or higher on the final exam.

*The State of Maryland mandates a minimum of 60 instructional hours—no exceptions.

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 prior to class start date.

REA278 | 66 Hours | $560 ($375 tuition + $185 fees) RW SW

INSTRUCTOR: **Larry Riggs**

31076	Mon, Wed 6 - 9 PM	9/9 – 11/23	Braddock Hall/B101

Maryland Real Estate Licensing Preparation HYB

Note: This course 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. 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 prior to class start date.

REA278 | 66 Hours | $560 ($375 tuition + $185 fees) RW SW

INSTRUCTOR: **Luis Montes**

31075	Sat 8:30 AM - 12:30 PM	8/1 – 10/17* *No class 9/5*	Braddock Hall/B101
31077	Tue, Thu 5:30 - 8:45 PM	10/15 – 12/10* *No class 11/26*	Braddock Hall/B101

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 and air conditioning, insulation and ventilation, fireplace and solid burning systems, and kitchen appliances. This course meets the requirements for home inspection pre-licensure for the state of Maryland.* *The State of Maryland requires at least 72 hours of classroom instruction for students to sit for the licensing exam. There is no exception to this requirement. As such, participants are required to sign in/out and are expected to be on time for each class. This course may also meet licensing requirements for surrounding jurisdictions. Check with the licensing body in the jurisdiction of interest.

Note: 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) RW SW

INSTRUCTOR: **Welmoed Sisson**

30896	Tue, Thu 6 - 9 PM	9/1 – 12/1* *No class 11/26*	Conference Center/E123

CHILD CARE CAREER PREPARATION

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 course is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date.

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

INSTRUCTOR: **CE Instructor**

30905	Online	6/12 – 7/31
30906	Online	7/10 – 8/28
31064	Online	9/4 – 10/23
31074	Online	10/9 – 12/4

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. **RW Eligible for disabled & retired tuition waiver.**
See pages 46-47.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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.

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 course is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date.

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

INSTRUCTOR: **CE Instructor**

30923	Online	6/8 – 7/27
30924	Online	7/6 – 8/24
31065	Online	9/7 – 10/26
31070	Online	10/5 – 11/23

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 course is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date.

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

INSTRUCTOR: **CE Instructor**

30919	Online	6/8 – 7/27
31078	Online	7/6 – 8/24
31066	Online	9/7 – 10/26
31071	Online	10/5 – 11/23

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 course is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date.

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

INSTRUCTOR: **CE Instructor**

30920	Online	6/10 – 7/29
30921	Online	7/8 – 8/26
31067	Online	9/9 – 10/28
31072	Online	10/7 – 12/2

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 course is offered in partnership with Howard Community College. You will receive login instructions prior to the class start date.

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

INSTRUCTOR: **CE Instructor**

30922	Online	7/9 – 8/27
31073	Online	10/8 – 12/3

Basic Health and Safety Training ONL

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30901	Online	6/1 – 8/14
31040	Online	8/24 – 12/11

Supporting Breastfeeding in Child Care ONL

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30925	Online	6/1 – 8/14
31060	Online	8/24 – 12/11

Including All Children and the ADA ONL

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30927	Online	6/1 – 8/14
31050	Online	8/24 – 12/11

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. TW Eligible for disabled & retired tuition waiver.
See pages 46-47.

Communication Skills for Childcare Professionals ONL

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30933	Online	7/13 – 7/27
31041	Online	8/24 – 12/11

CDA Capstone: Portfolio, Application, and Exam Prep ONL

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.

Note: This online course is offered in partnership with Howard Community College. Prerequisites include successful completion of the following courses: CHI300, CHI301 or CHI311, and CHI310 or 120 hours of professional education covering CDA's eight subject areas. Individuals must have 350 hours of work experience working in a child care program. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30934	Online	6/16 – 8/11
31069	Online	9/29 – 11/24

CHILD CARE PROFESSIONAL DEVELOPMENT

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30903	Online	6/1 – 8/14
31054	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30904	Online	6/1 – 8/14
31047	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30943	Online	6/1 – 8/14
31043	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30944	Online	6/1 – 8/14
31046	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30945	Online	6/1 – 8/14
31048	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30946	Online	6/1 – 8/14
31049	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30947	Online	6/1 – 8/14
31051	Online	8/24 – 12/11

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 assessment 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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30948	Online	6/1 – 8/14
31053	Online	8/24 – 12/11

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. TW Eligible for disabled & retired tuition waiver.
See pages 46-47.

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30949	Online	6/1 – 8/14
31055	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30902	Online	6/1 – 8/14
31058	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30950	Online	6/1 – 8/14
31056	Online	8/24 – 12/11

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 online course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30951	Online	7/20 – 8/24
31068	Online	9/28 – 11/2

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30952	Online	6/1 – 8/14
31057	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30953	Online	6/1 – 8/14
31059	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30926	Online	6/1 – 8/14
31045	Online	8/24 – 12/11

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. Maryland State Education Core of Knowledge: Health, Safety and Nutrition 3 hrs. 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.

Note: This online course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30929	Online	6/1 – 8/14
31052	Online	8/24 – 12/11

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. MSDE Core of Knowledge: Special Needs 3 hrs. 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.

Note: This online course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30930	Online	6/1 – 8/14
31061	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30931	Online	6/1 – 8/14
31062	Online	8/24 – 12/11

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 course is offered in partnership with Howard Community College. You will receive login instructions via email prior to the start date.

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

INSTRUCTOR: **CE Instructor**

30932	Online	6/1 – 8/14
31063	Online	8/24 – 12/11

Computers & Technology

COMPTIA

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 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: This course 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. Please visit the FCC Bookstore to purchase required course software.

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

INSTRUCTOR: **Cynthia Pace**

30867	Tue, Thu 5:30 - 8:30 PM	6/30 – 8/6	Monroe Center/MC135
30871	Sat 8:30 AM - 1:00 PM	7/18 – 9/12* *No class 9/5	Monroe Center/MC142

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. **TW** Eligible for disabled & retired tuition waiver.
See pages 46-47.

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: This course 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. Students are strongly encouraged to register for CMT131 and CMT133 at the same time. Please visit the FCC Bookstore to purchase required course software.

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

INSTRUCTOR: **Cynthia Pace**

30874	Tue, Thu 5:30 - 8:50 PM	8/11 – 10/8	Monroe Center/MC142
30877	Sat 8:30 AM - 1:30 PM	9/19 – 12/12* *No class 11/28	Monroe Center/MC142

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 46 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.

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. The course price includes the cost of the CompTIA Core 2 certification exam and is proctored at FCC on the last class date.

Note: This course 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. While not required, successful completion of CMT131 or passing the CompTIA A+ Core 1 Exam (220-1201 or 220-1101) within the last three years is recommended as foundational skills for CMT133. Please visit the FCC Bookstore to purchase required course software.

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

INSTRUCTOR: **Cynthia Pace**

30885	Tue, Thu 5:30 - 8:50 PM	10/13 – 12/15* *No class 11/26	Monroe Center/MC142
30899	Sat 8:30 AM - 1:30 PM	1/9 – 4/3* *No class 1/16	Monroe Center/MC142

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

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

Learn more and register at **frederick.edu/infotech**

COMPUTER APPLICATIONS

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: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

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

INSTRUCTOR: **Jennifer DiSandro**

30774	Thu 1:30 - 4:30 PM	8/27 – 10/15	Braddock Hall/B114
30773	Thu 5 - 8 PM	8/27 – 10/15	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: This course 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. Prerequisite or Corequisite: CADT101 or DRF107.

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

INSTRUCTOR: **Kyle Hess**

30782	Thu 1:30 - 4:30 PM	10/22 – 12/10* **No class 11/26*	Braddock Hall/B114
30781	Thu 5 - 8 PM	10/22 – 12/10* **No class 11/26*	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: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

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

INSTRUCTOR: **Jennifer DiSandro**

31164	Mon 5 - 7:30 PM	8/24 - 10/12	Conference Center/E139

INFORMATION TECHNOLOGY

NEW! Cyber Workforce Accelerator SOCOA I Certification ONL

The Security Operations Center Operations Analyst I (SOCOA I) Certification is an Industry Recognized Credential (IRC) and prepares learners for entry-level positions in Security Operations Centers (SOCs). Through a combination of technical instruction and immersive, hands-on experience, participants build the real-world skills employers are looking for — from threat analysis and enterprise security to live incident response. Course includes asynchronous training on foundational cybersecurity instruction focused on enterprise governance, threat analysis, networking, Linux command line and attacker behavior as well as hands-on exercises on the BCR Cyber Series 3000 Cyber Range where participants detect, mitigate and remediate simulated attacks. Course concludes with the certification exam to measure technical and operational proficiency.

Note: This course is entirely online and does not meet at specific times. NOW ACCEPTING APPLICATIONS. Course registration is the first step to apply for the Cyber Workforce Accelerator. Acceptance is determined by BCR Cyber. Visit **frederick.edu/CWA** to learn more.

CNS109 | 48 Hours | $0 ($0 tuition + ($0 fees)

INSTRUCTOR: **BCR Cyber**

Online — Starts 1st or 15th of each month after acceptance. 60 days to complete.

Blockchain Fundamentals ONL

This course provides a foundational 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 course is entirely online and is offered in partnership with Ed2Go.

ONL255 | 24 Hours | $139 ($10 tuition + $129 fees) SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL256 | 24 Hours | $139 ($10 tuition + $129 fees) SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. **Eligible for disabled & retired tuition waiver.**
See pages 46-47.

*** 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 2026
September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

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 course is entirely online and is offered in partnership with Ed2Go.

ONL295 | 24 Hours | $139 ($10 tuition + $129 fees) SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

WEB DEVELOPMENT

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 course is entirely online and is offered in partnership with Ed2Go.

ONL101 | 24 Hours | $139 ($10 tuition + $129 fees) SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL251 | 24 Hours | $139 ($10 tuition + $129 fees) SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 developing 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 course is entirely online and is offered in partnership with Ed2Go.

ONL252 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 games.

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

ONL323 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

CODING AND PROGRAMMING

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 course is entirely online and is offered in partnership with Ed2Go.

ONL250 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL253 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL254 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. **TW Eligible for disabled & retired tuition waiver.**
See pages 46-47.

*** 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 2026
September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

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 course is entirely online and is offered in partnership with Ed2Go.

ONL140 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL157 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. 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 course is entirely online and is offered in partnership with Ed2Go.

ONL214 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL189 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL184 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL188 | 24 Hours | $139 ($10 tuition + $129 fees)

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

Healthcare & Wellness

CPR & FIRST AID

CPR: Basic Life Support for the Healthcare Provider

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

Note: This course will meet on campus in an in-person environment. This course follows our CPR refund policy- details provided at checkout. Email CEInfo@frederick.edu for more information.

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

INSTRUCTOR: **CE Instructor**

30861	Tue 9 AM - 3:30 PM	7/14	Monroe Center/MC124
30862	Sat 9 AM - 3:30 PM	7/18	Monroe Center/MC124
30863	Tue 9 AM - 3:30 PM	7/21	Monroe Center/MC124
30864	Sat 9 AM - 3:30 PM	7/25	Monroe Center/MC116
30865	Tue 9 AM - 3:30 PM	7/28	Monroe Center/MC124
30866	Sat 9 AM - 3:30 PM	8/1	Monroe Center/MC124
30868	Tue 9 AM - 3:30 PM	8/11	Monroe Center/MC124
30869	Fri 9 AM - 3:30 PM	8/21	Monroe Center/MC116
30870	Wed 9 AM - 3:30 PM	8/26	Monroe Center/MC124
30872	Sat 9 AM - 3:30 PM	8/29	Monroe Center/MC124
30873	Fri 9 AM - 3:30 PM	9/4	Monroe Center/MC116
30875	Wed 9 AM - 3:30 PM	9/9	Monroe Center/MC124
30876	Fri 9 AM - 3:30 PM	9/18	Monroe Center/MC124
30878	Wed 9 AM - 3:30 PM	9/23	Monroe Center/MC124
30879	Sat 9 AM - 3:30 PM	9/26	Monroe Center/MC116
30880	Wed 9 AM - 3:30 PM	10/7	Monroe Center/MC124
30881	Fri 9 AM - 3:30 PM	10/16	Monroe Center/MC124
30882	Sat 9 AM - 3:30 PM	10/24	Monroe Center/MC116
30883	Wed 9 AM - 3:30 PM	10/28	Monroe Center/MC124
30884	Fri 9 AM - 3:30 PM	10/30	Monroe Center/MC124
30886	Fri 9 AM - 3:30 PM	11/13	Monroe Center/MC124
30887	Tue 9 AM - 3:30 PM	11/17	Monroe Center/MC116
30888	Fri 9 AM - 3:30 PM	11/20	Monroe Center/MC124
30889	Tue 9 AM - 3:30 PM	11/24	Monroe Center/MC116
30890	Tue 9 AM - 3:30 PM	12/1	Monroe Center/MC116
30891	Tue 9 AM - 3:30 PM	12/8	Monroe Center/MC124
30892	Wed 9 AM - 3:30 PM	12/16	Monroe Center/MC124

Healthcare Programs CPR Requirements - Students must possess a current AHA Basic Life Support CPR card prior to:

Certified Nursing Assistant - CAH190 clinical start date. **Clinical Medical Assistant** - CAH283 externship start date. **Phlebotomy** - CAH158 clinical start date. **Dental Assisting** - CAH272 end date. **Sterile Processing** - CAH333 end date.

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. Email CEInfo@frederick.edu for more information.

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

INSTRUCTOR: **CE Instructor**

30855	Sat 8:30 AM - 4 PM	7/11	Monroe Center/MC124
30856	Sat 8:30 AM - 4 PM	8/8	Monroe Center/MC124
30851	Sat 8:30 AM - 4 PM	8/15 **(SPANISH)***	Monroe Center/MC124
30857	Sat 8:30 AM - 4 PM	9/5	Monroe Center/MC124
30852	Sat 8:30 AM - 4 PM	9/12 **(SPANISH)***	Monroe Center/MC124
30858	Sat 8:30 AM - 4 PM	10/3	Monroe Center/MC116
30853	Sat 8:30 AM - 4 PM	10/10 **(SPANISH)***	Monroe Center/MC116
30859	Sat 8:30 AM - 4 PM	11/7	Monroe Center/MC116
30854	Sat 8:30 AM - 4 PM	11/14 **(SPANISH)***	Monroe Center/MC116
30860	Sat 8:30 AM - 4 PM	12/5	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 política de reembolso de CPR. Los detalles se proporcionan al finalizar la compra. Para más información, envíe un correo electrónico a CEInfo@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.

SW **Eligible for senior tuition waiver.** TW **Eligible for disabled & retired tuition waiver.**
See pages 46-47.

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.

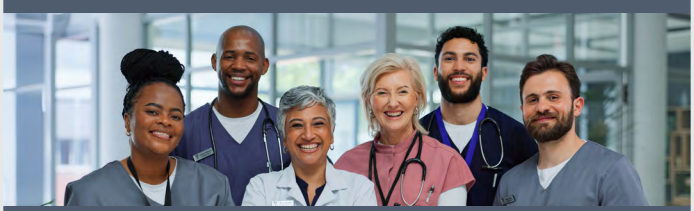
Note: This course will meet on campus in an in-person environment. This course follows our CPR refund policy- details provided at checkout. Email CEInfo@frederick.edu for more information.

SAF160 | 3 Hours | $75 ($35 tuition + $40 fees)

INSTRUCTOR: **Kelsey Byrd, Brandi Luther**

30845	Sat 9 AM - 12 PM	7/25	Monroe Center/MC124
30846	Sat 9 AM - 12 PM	8/22	Monroe Center/MC124
30847	Sat 9 AM - 12 PM	9/19	Monroe Center/MC116
30848	Sat 9 AM - 12 PM	10/17	Monroe Center/MC116
30849	Sat 9 AM - 12 PM	11/21	Monroe Center/MC116
30850	Sat 9 AM - 12 PM	12/12	Monroe Center/MC124

FOUNDATIONS FOR HEALTHCARE CAREERS

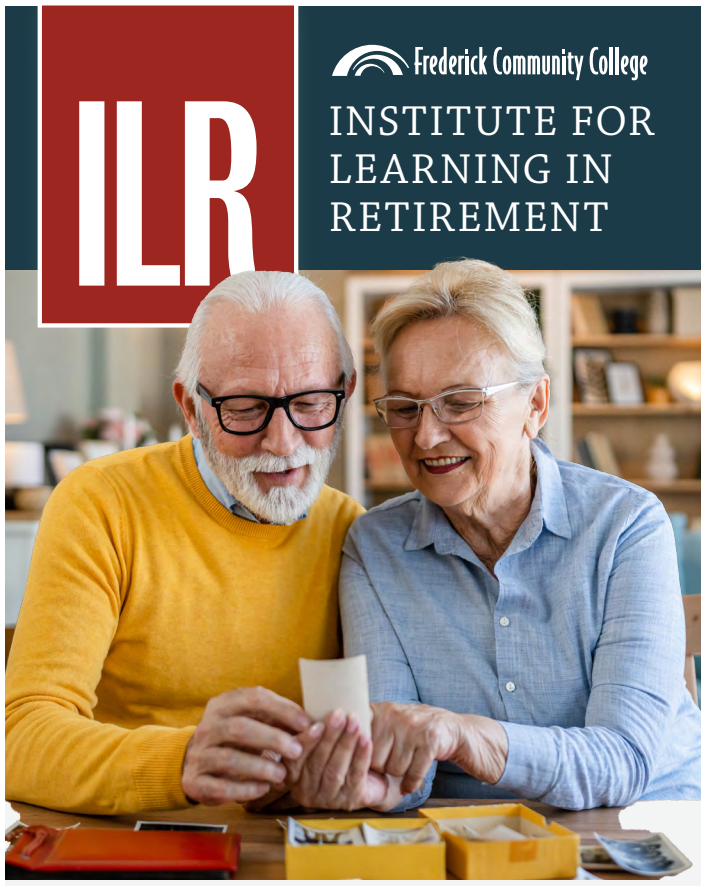


Get started with FCC's introductory course **CAH145: Foundations for Healthcare Careers**. Providing essential concepts and career development skills for working in a healthcare setting, this course is a prerequisite for most of FCC's healthcare career programs. See below for Summer/Fall 2026 classes and refer to specific healthcare programs on pages 22-29 for correlating CAH145 class.

HYB CAH145 | 36 hours | $534 ($240 tuition + $294 fees)

30788	M,W	5 – 8 PM	7/6 - 8/12	Clinical Medical Assistant
30806	Tu,Th	6 – 9 PM	7/7 - 8/13	Phlebotomy
30825	M,W	4:30 – 7:30 PM	7/8 - 8/19	Veterinary Assistant
30798	Tu,Th	9 AM – 1:30 PM	7/28 - 8/20	Certified Nursing Assistant
30799	M,W	5:30 – 9:30 PM	8/3 - 9/2	Certified Nursing Assistant
30819	Tu/Th	11 AM – 2 PM	8/18 - 9/24	Sterile Processing
30821	Tu/Th	6 – 9 PM	8/18 - 9/24	Sterile Processing
30831	Tu/Th	9 AM – 12 PM	8/18 - 9/24	Dental Assisting
30832	M/W	6 – 9 PM	8/19 - 9/30	Dental Assisting
31269	Tu/Th	10 AM – 2 PM	8/11 - 9/8	Clinical Medical Assistant

**No class Date*



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CERTIFIED NURSING ASSISTANT (CNA/GNA)

Learn basic patient care skills, your role as a member of a healthcare team, infection control, and safety issues. This program meets all Maryland state eligibility requirements for CNA certfication.

The program requires study time outside of class and includes written and practical (hands-on) skills tests which must be passed prior to starting clinicals. Textbooks are not included and are available for purchase at **bookstore.frederick.edu**.

For program information, contact HealthcareCareers@frederick.edu or 240.629.7907. For registration or payment plan information, contact CEInfo@frederick.edu or 301.624.2888.

Prerequisites & program requirements:

- This program 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.
- Provide proof of being 16 years of age or older at time of registration.

Requirements PRIOR to clinical:

- Current American Heart Association, Basic Life Support CPR card or successful completion of SAF157.
- Provide evidence of negative TB test or chest x-ray.
- Undergo physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series.
- Undergo background investigation, fingerprinting, and drug testing; cost included in course fees.

Students will receive information regarding clinical requirements at the beginning of CAH132.

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. **Eligible for disabled & retired tuition waiver.** See pages 46-47.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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.

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.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule the instructor will provide. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration.

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.

Note: This course will meet on campus in an in-person environment and students should report to room MC116 at the beginning of each class session. Prerequisites: CAH145 or ADE646. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card; 2) CAH133; and 3) CAH190.

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.

Note: This course will meet on campus in an in-person environment and students should report to room MC116 at the beginning of each class session. Prerequisite: CAH132. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card and 2) CAH190.

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.

Note: Prerequisites: 1) CAH133; 2) Current American Heart Association Basic Life Support (BLS) CPR Card or SAF157; 3) Provide evidence of negative TB test or chest x-ray, undergo physical exam and provide proof of up-to-date immunizations; and 4) Undergo 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.

CNA/GNA DAYTIME OPTION

HYB **CAH145** | **36 hours** | **$534** ($240 tuition + $294 fees)

30798	Tu, Th 9 AM - 1:30 PM	7/28 – 8/20	MC116

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

See page 20 for list of class section options.

CAH132 | **60 hours** | **$1,006** ($496 tuition + $510 fees)

30792	Tu, Th 9 AM - 2:30 PM	8/25 – 10/1	MC116/MC127

CAH133 | **60 hours** | **$1,164** ($496 tuition + $668 fees)

30794	Tu, Th 9 AM - 2:30 PM	10/6 – 11/12	MC116/MC127

CAH190 | **45 hours** | **$774** ($424 tuition + $350 fees)

30796	M-F 8:30 AM - 2:30 PM	11/16 – 12/10*	OFF CAMPUS

**No class 11/25-11/27*

Total Program Hours: 207
Total Program Cost: $3,563

CNA/GNA EVENING OPTION

HYB **CAH145** | **36 hours** | **$534** ($240 tuition + $294 fees)

30799	M, W 5:30 - 9:30 PM	8/3 – 9/2	MC116

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

See page 20 for list of class section options.

CAH132 | **60 hours** | **$1,006** ($496 tuition + $510 fees)

30793	M, W, Th 5:30 - 9:30 PM	9/9 – 10/12	MC116/MC127

CAH133 | **60 hours** | **$1,164** ($496 tuition + $668 fees)

30795	M, W, Th 5:30 - 9:30 PM	10/14 – 11/16	MC116/MC127

CAH190 | **45 hours** | **$774** ($424 tuition + $350 fees)

30797	M-F 5 - 9 PM	11/17 – 12/10*	OFF CAMPUS

**No class 11/25-11/27*

Total Program Hours: 207
Total Program Cost: $3,563

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CLINICAL MEDICAL ASSISTANT

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

CAH145 | 36 Hours | $534 ($240 tuition + $294 fees)

INSTRUCTOR: **Faith Jackson-Green**

30788	Mon, Wed 5 - 8 PM	7/6 – 8/12	Linganore Hall/L143
31269	Tu, Th 10 AM - 2 PM	8/11 – 9/8	Linganore Hall/L143

NEW! Medical Terminology for Healthcare Careers ONL

Learn the language of healthcare as a foundation for success in healthcare professions. You will learn how to interpret medical terms by recognizing root words, prefixes, and suffixes, and their relationship to specific human body systems and conditions.

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

CAH280 | 24 Hours | $146 ($132 tuition + $14 fees)

INSTRUCTOR: **Faith Jackson-Green**

30789	Online	7/6 – 8/12
31270	Online	8/11 – 9/8

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. **Eligible for disabled & retired tuition waiver.** See pages 46-47.

NEW! Clinical Medical Assistant I HYB

This course introduces students to basic clinical skills required of medical assistants in healthcare settings. Emphasis is placed upon patient intake and documentation, vital signs, aseptic techniques, assisting with physical examinations, and specimen collection.

Note: This course will meet in person and require online participation as noted in the syllabus or course schedule the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Prerequisites: 1) CAH145 or ADE646 and 2) CAH280. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card; 2) CAH282; and 3) CAH283. This course requires reading and listening in English. Not sure about your English skills? Visit **frederick.edu/Testing** to schedule a free Accuplacer test, then share you results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH281 | 48 Hours | $1,041 ($694 tuition + $347 fees)

INSTRUCTOR: **Faith Jackson-Green**

30790	Mon, Wed 5 - 9 PM	8/17 – 9/28* *No class 9/7	Linganore Hall/L143
31272	Tu, Th 10 AM - 2 PM	9/10 – 10/20	Linganore Hall/L143

NEW! Clinical Medical Assistant II HYB

Clinical Medical Assistant II builds on the skills learned in Clinical Medical Assistant I. This course advances students' knowledge and competencies in more complex clinical procedures. Students gain experience in administering medications, performing electrocardiograms (EKGs), assisting with minor office surgeries, and basic laboratory procedures,

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Prerequisite: CAH281. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card; 2) CAH283.

CAH282 | 48 Hours | $882 ($588 tuition + $294 fees)

INSTRUCTOR: **Faith Jackson-Green**

30791	Mon, Wed 5 - 9 PM	9/30 – 11/9	Linganore Hall/L143
31273	Tu, Th 10 AM - 2 PM	10/22 – 12/3	Linganore Hall/L143

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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! Clinical Medical Assistant Externship

The Medical Assistant Externship provides students with supervised, real-world experience in a healthcare setting. Students apply classroom knowledge and laboratory skills in both clinical and administrative tasks, gaining confidence, professionalism, and workplace readiness.

Note: Prerequisites: 1) CAH282; 2) Provide proof of being 18 years of age or older at start of clinicals; 3) Current American Heart Association Basic Life Support CPR card or successful completion of SAF157; 4) Provide evidence of negative TB test or chest x-ray; 5) Undergo physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series; and 6) Undergo background investigation (cost included in course fees). Students will receive information regarding clinical requirements at the beginning of CAH281. Students will complete 100 hours during their assigned timeframe within the class scheduled timeframe.

CAH283 | 100 Hours | $2,055 ($1,370 tuition + $685 fees)

INSTRUCTOR: **Faith Jackson-Green**

30816	Mon - Fri 8 AM - 5 PM	11/16 – 1/31* **No class 11/25-11/27, 12/21-12/31, 1/1, 1/18*	OFF CAMPUS
31274	Mon - Fri 8 AM - 5 PM	12/7 – 3/5	OFF CAMPUS

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

CAH145 | 36 Hours | $534 ($240 tuition + $294 fees)

INSTRUCTOR: **CE Instructor**

30831	Tue, Thu 9 AM - 12 PM	8/18 – 9/24	Monroe Center/MC124
30832	Mon, Wed 6 - 9 PM	8/19 – 9/30* **No class 9/7*	Monroe Center/MC124

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: This course 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 and successfully complete prior to end date of CAH272 or provide a current American Heart Association Basic Life Support CPR card. This course requires reading and listening in English. Not sure about your English skills? Visit **frederick.edu/Testing** to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH272 | 76 Hours | $1,233 ($783 tuition + $450 fees)

INSTRUCTOR: **CE Instructor**

30833	Tue, Thu 9 AM - 1 PM	9/29 – 12/3* **No class 11/26*	Monroe Center/MC124
30834	Mon, Wed 5:30 - 9:30 PM	10/5 – 12/9* **No class 11/25*	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, internet access required. In addition to online work, students will meet during scheduled class times either in-classroom or in a live virtual format.

Note: This course 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 | $1,027 ($512 tuition + $515 fees)

INSTRUCTOR: **CE Instructor**

30835	Fri 9 AM - 1 PM	7/10 – 9/11	Monroe Center/MC124
30836	Sat 9 AM - 1 PM	9/19 – 12/5* **No class 11/28*	Monroe Center/MC124

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

CAH185 | 24 Hours | $146 ($132 tuition + $14 fees) TW SW

INSTRUCTOR: **Patrick Beacham**

30800	Online	9/3 – 10/7
30801	Online	9/30 – 11/3
30802	Online	10/31 – 12/4

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

CAH195 | 24 Hours | $146 ($132 tuition + $14 fees) TW SW

INSTRUCTOR: **Patrick Beacham**

30803	Online	9/3 – 10/7
30804	Online	9/30 – 11/3
30805	Online	10/31 – 12/4

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: This course 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. Prerequisites: 1) CAH195; 2) CAH185. This course requires reading and listening in English. Not sure about your English skills? Visit **frederick.edu/Testing** to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888. Registration closes 10 days prior to the class start date.

CAH253 | 100 Hours | $2,058 ($1,098 tuition + $960 fees) TW SW

INSTRUCTOR: **CE Instructor**

29872	Wed 6 - 9:30 PM	7/8 – 10/21	Student Center/H251

PHLEBOTOMY TECHNICIAN

Interested in a healthcare career that makes you an integral part of a medical team? Phlebotomy technicians work in physician's offices, hospitals, labs, blood donation sites and other settings. Become familiar with all aspects related to blood collection and develop skills to perform venipunctures safely and successfully. This program includes both classroom and in-class and onsite clinical practice at local healthcare facilities with experienced phlebotomists.

The program requires study time outside of class and includes written and practical (hands-on) skills tests which must be passed prior to starting clinicals. Textbooks are not included and are available for purchase at **bookstore.frederick.edu**. Please note: To be employed as a Phlebotomist, individuals must have a high school diploma or general equivalency diploma (GED).

For program information, contact HealthcareCareers@frederick.edu or 240.629.7907. For registration or payment plan information, contact CEInfo@frederick.edu or 301.624.2888.

Prerequisites & program requirements:

- This program 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.

Requirements PRIOR to clinical:

- Provide proof of being 18 years of age or older at start of clinicals.
- Current American Heart Association, Basic Life Support CPR card - or successful completion of SAF157.
- Provide evidence of negative TB test or chest x-ray.
- Undergo physical examination and provide proof of up-to-date immunizations, including COVID-19 vaccination series.
- Undergo background investigation; cost included in course fees.

Students will receive information regarding clinical requirements at the beginning of CAH156.

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. TW Eligible for disabled & retired tuition waiver.
See pages 46-47.

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.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule the instructor will provide. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration.

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.

Note: This course will meet on campus in an in-person environment. Prerequisite: CAH145 or ADE646. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card; 2) CAH157; and 3) CAH158.

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.

Note: This course will meet on cmapus in an in-person environment. Prerequisite: CAH156. Corequisites: 1) SAF157 or valid American Heart Association BLS CPR Card and 2) CAH158.

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.

Note: Prerequisites: 1) CAH157; 2) Current American Heart Association Basic Life Support (BLS) CPR Card or SAF157; 3) Provide evidence of negative TB test or chest x-ray, undergo physical exam and provide proof of up-to-date immunizations; and 4) Undergo background check and/or drug test as required by clinical sites (costs included in course fees). Students will receive a packet including all required medical forms during CAH156. Clinical rotations will occur during daytime hours, Monday-Friday. Clinical hours & days vary per clinical site.

PHLEBOTOMY TECHNICIAN

HYB **CAH145** | **36 hours** | **$534** ($240 tuition + $294 fees)

30806	Tu, Th 6 - 9 PM	7/7 – 8/13	MC124

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

See page 20 for list of class section options.

CAH156 | **33 hours** | **$595** ($345 tuition + $250 fees)

INSTRUCTOR: **Darla Allison**

30807	Tu, Th 6 - 9 PM	8/18 – 9/22	MC124

CAH157 | **48 hours** | **$722** ($417 tuition + $305 fees)

INSTRUCTOR: **Darla Allison**

30808	Tu, Th 6 - 9 PM	9/24 – 11/24	MC124

CAH158 | **100 hours** | **$562** ($150 tuition + $412 fees)

INSTRUCTOR: **Faith Jackson-Green**

30809	M-F 7 AM - 4 PM	11/30 – 4/23/27*	OFF CAMPUS

**No class 1/19, 4/7-4/9*

Total Program Hours: 223
Total Program Cost: $2,498

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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 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: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration. This course requires reading and listening in English. Not sure about your English skills? Visit **frederick.edu/Testing** to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH145 | 36 Hours | $534 ($240 tuition + $294 fees)

INSTRUCTOR: **Shara Howenstein**

30819	Tue, Thu 11 AM - 2 PM	8/18 – 9/24	Monroe Center/MC135
30821	Tue, Thu 6 - 9 PM	8/18 – 9/24	Monroe Center/MC135

Sterile Processing Technician Training: Fundamentals

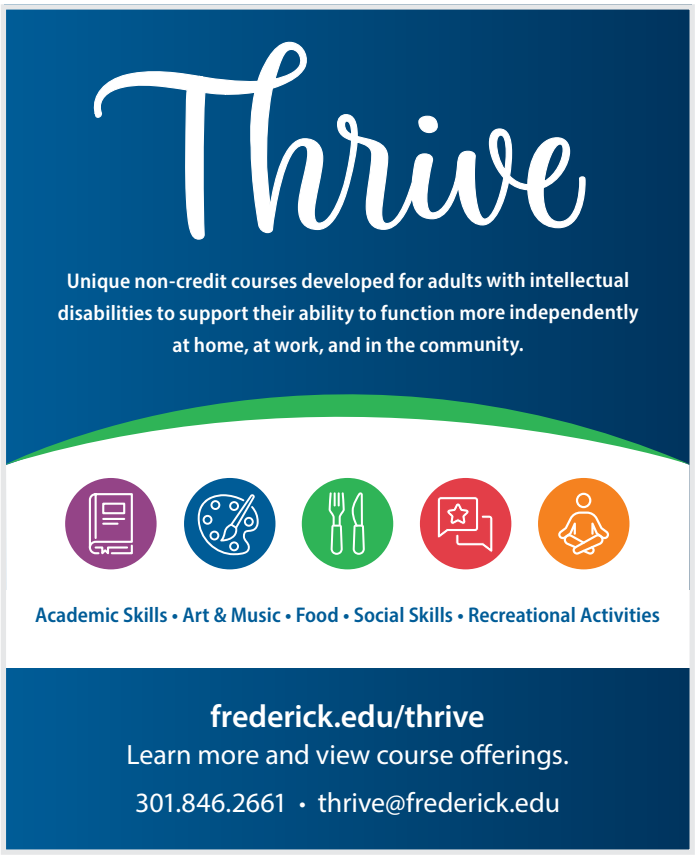
This course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students receive a Completion Award and are prepared to take the Certified Registered Central Service Technician (CRCST) 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, ethics and standards. This course provides classroom lecture and interactive labs utilizing instruments and wrapping techniques and does not include an off-campus clinical rotation.

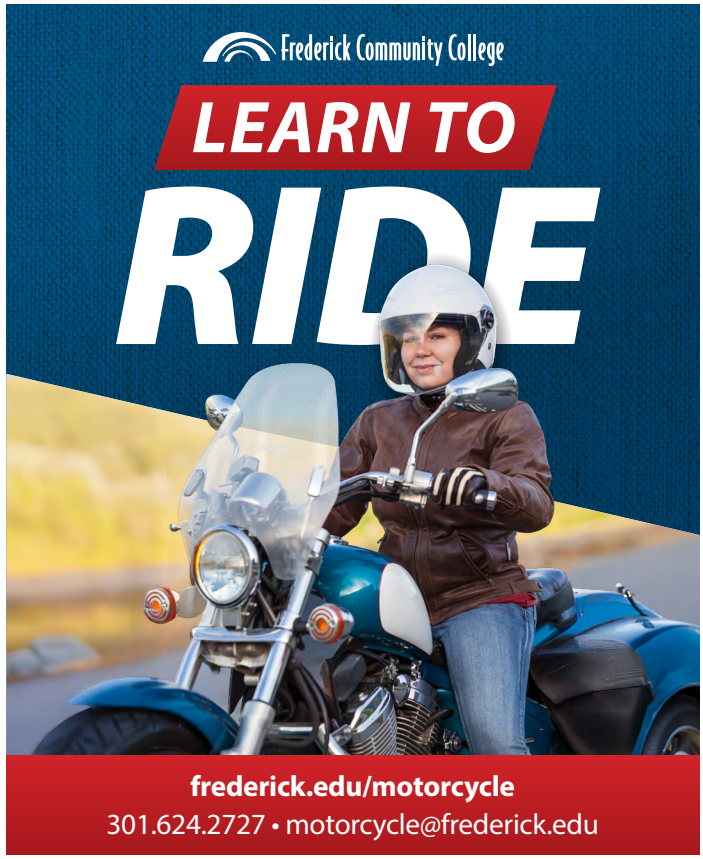
Note: This course will meet on campus in an in-person environment. Students must have successfully completed CAH145 or ADE646 prior to class start date. Students must register at the same time for SAF157 and successfully complete prior to end date of CAH333 or provide a current American Heart Association Basic Life Support CPR card. This course requires reading and listening in English. Not sure about your English skills? Visit **frederick.edu/Testing** to schedule a free Accuplacer test, then share your results with CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

CAH333 | 60 Hours | $1,138 ($569 tuition + $569 fees)

INSTRUCTOR: **Shara Howenstein**

30822	Tue, Thu 11 AM - 2 PM	9/29 – 12/8* *No class 11/26	Monroe Center/MC135
30824	Tue, Thu 6 - 9 PM	9/29 – 12/8* *No class 11/26	Monroe Center/MC135





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 program 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 show academic readiness in Math- see page 42 for details.

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.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule the instructor will provide. Students with work experience, previous coursework in Healthcare, or a healthcare credential should email HealthcareCareers@frederick.edu before registration.

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.

Note: This course will meet on campus in an in-person environment. Prerequisites: 1) CAH145 or ADE646 and 2) Show academic readiness in Math- see page 42 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.

Note: This course will meet on campus in an in-person environment. Prerequisite: VET130.

VETERINARY ASSISTANT

HYB CAH145 | 36 hours | $534 ($240 tuition + $294 fees)

30825	M,W 4:30 - 7:30 PM	7/8 – 8/19	MC114

VET130 | 60 hours | $875 ($411 tuition + $464 fees)

30827	M,W 4:30 - 8:30 PM	8/24 – 10/14* *No class 9/7	MC135

VET131 | 60 hours | $875 ($411 tuition + $464 fees)

30828	M,W 4:30 - 8:30 PM	10/19 – 12/9* *No class 11/25	MC135

Total Program Hours: 156
Total Program Cost: $2,284

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. **Eligible for disabled & retired tuition waiver.** See pages 46-47.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 for a list of eligible programs). This allows you to divide your total cost into automatic monthly payments from either a checking/savings account or major credit card. The plan is interest free with a non-refundable enrollment fee of $30. For more information about the payment plan, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

PROFESSIONAL TRAINING

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 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 class can help you.

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

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 (ONL215- Spanish for Medical Professionals) ended. 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 course is entirely online and is offered in partnership with Ed2Go.

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

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

*** 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 2026
September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

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

CAH277 | 18 Hours | $385 ($200 tuition + $185 fees) TW SW

INSTRUCTOR: **CE Instructor**

30829	Tue 6:30 - 9:30 PM	8/4 – 8/18	Monroe Center/MC105
30830	Tue 6:30 - 9:30 PM	10/13 – 10/27	Braddock Hall/B102

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. **TW Eligible for disabled & retired tuition waiver.** See pages 46-47.

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 46 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 HCTI101.

Note: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

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

INSTRUCTOR: **Charles Colison**

30785	Tue 9:30 - 11:30 AM	8/25 – 10/27	Monroe Center/MC115
30784	Tue 3 - 5 PM	8/25 – 10/27	Monroe Center/MC114

Sanitation and Food Safety ONL

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

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

INSTRUCTOR: **Charles Colison**

30786	Online	8/22 – 11/2	

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. 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. Learns and applies good sustainability practices for food service operations. Also offered for credit as HCTI102.

Note: This course 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 in the course students are asked to show academic readiness in Math- see page 42 for details. Students must also have successfully completed or co-enroll in HCTI101 or HCT117 OR hold a current ServSafe Food Manager Certification.

HCT150 | 90 Hours | $797 ($441 tuition + $356 fees)

INSTRUCTOR: **Blackboard Instructor**

30812	Mon 9 AM - 2 PM	8/24 – 12/7* *No class 9/7	Monroe Center/MC117, MC118
30787	Wed 4:30 - 9:30 PM	8/26 – 12/9* *No class 11/25	Monroe Center/MC117, MC118
30811	Fri 9 AM - 2 PM	8/28 – 12/11* *No class 11/27	Monroe Center/MC117, MC118

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 HCTI104.

Note: This course 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 in the course students are asked to show academic readiness in Math- see page 42 for details. Students must also have successfully completed or co-enroll in HCTI101 or HCT117 OR hold a current ServSafe Food Manager Certification.

HCT151 | 90 Hours | $797 ($441 tuition + $356 fees)

INSTRUCTOR: **Blackboard Instructor**

30813	Mon 4:30 - 9:30 PM	8/24 – 12/7* *No class 9/7*	Monroe Center/MC115, MC118
30815	Thu 9 AM - 2 PM	8/27 – 12/10* *No class 11/26*	Monroe Center/MC115, MC118
30814	Fri 9 AM - 2 PM	8/28 – 12/11* *No class 11/27*	Monroe Center/MC115, MC121

HCTI Hospitality, Culinary & Tourism Institute Frederick Community College

Food Business Entrepreneurship

Tuesdays • September 1 – October 27 • 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 HYB

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 course 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. 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**

29819 Wed 4:30 - 9:30 PM 5/27 – 7/8 Monroe Center/MC117

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

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

INSTRUCTOR: **Mark Mills**

29899 Wed 4:30 - 9:30 PM 5/27 – 7/8 Online

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

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 course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students must successfully complete HCT140 prior to class start date of HCT141. Students taking HCT140 can register for HCT141 at the same time that they are registering for HCT140.

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

INSTRUCTOR: **Mark Mills**

29871 Wed 4:30 - 9:30 PM 7/15 – 9/2 Monroe Center/MC117

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

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

INSTRUCTOR: **Mark Mills**

29900 Wed 4:30 - 9:30 PM 7/15 – 9/2 Online

HOSPITALITY & TOURISM MANAGEMENT

Introduction to Hospitality Management HYB

Introduces students to the history of various careers in the hospitality industry. Develops an understanding of the hospitality industry by taking a management perspective in introducing students to the organization and structure of various sectors including: travel and tourism, meeting/convention and event planning, hotels, healthcare, restaurants, retail, contract food service, clubs, cruise ships, casino hotels, and more. Examines the forces and issues that are shaping the current and future hospitality industry. Topics include various aspects of hospitality operations and information on delivering excellent customer service. Students will earn certification from the American Hotel Lodging Educational Institute (AHLEI) as a Certified Guest Service Professional (CGSP®). Also offered for credit as HCTI150.

Note: This course 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 in the course students are asked to show academic readiness in English and Math- see page 42 for details.

HCT102 | 37.5 Hours | $497 ($331 tuition + $166 fees)

INSTRUCTOR: **Blackboard Instructor**

30818 Tue 6 - 8:40 PM 8/25 – 10/13 Monroe Center/MC105

Hospitality Operations HYB

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 HCTI160.

Note: This class 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 in the course students are asked to show academic readiness in English and Math- see page 42 for details.

HCT132 | 37.5 Hours | $497 ($331 tuition + $166 fees)

INSTRUCTOR: **Blackboard Instructor**

30826 Tue 6 - 8:40 PM 10/20 – 12/8 Monroe Center/MC115

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.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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.

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 HCTI155.

Note: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

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

INSTRUCTOR: **Blackboard Instructor**

30823	Mon 6 - 8:40 PM	8/24 – 10/12* **No class 9/7*	Monroe Center/MC104

NEW! Certified Logistics Technician (CLT): Mid-Level Operations HYB

Elevate your logistics career with the nationally recognized Certified Logistics Technician (CLT) certification—the next step in your professional journey. Build on your foundational knowledge to master advanced technical skills in product receiving, storage, order processing, and inventory control. Learn to troubleshoot complex issues, apply quality control measures, and operate specialized equipment and software. This certification is a pathway to higher-level technician roles, providing an opportunity for career advancement and increased earning potential in the growing logistics and supply chain industry. The cost of the textbook and CLT exam is included in the course fees.

Note: This course will meet in person and require online participation as noted in a syllabus or course schedule that the instructor will provide. Online participation may include real-time virtual participation or non-scheduled asynchronous participation. Students must have earned at least a 70% or higher in PRD150 and passed the Certified Logistics Associate exam in order to be eligible to start PRD151. The cost of the MSSC CLA certification exam and registration is included, along with access to materials and the textbook.

PRD151 | 36 Hours | $795 ($450 tuition + $345 fees)

INSTRUCTOR: **CE Instructor**

31089	Mon, Wed 6 - 9 PM	10/12 – 11/18	Monroe Center/MC103

Logistics & Production

LOGISTICS & PRODUCTION

NEW! Certified Logistics Associate (CLA): Foundational Operations HYB

Start your logistics career with the nationally recognized CLA certification—the first step on the path to becoming a Certified Logistics Technician (CLT). Build essential skills in global supply chain operations, safety practices, equipment handling, quality control, and digital technologies. Learn to navigate fast-paced logistics environments, operate industry-standard systems, and cultivate strong communication, teamwork, and problem-solving abilities. This certification opens doors to entry level employment in the fast-growing logistics and supply chain industry. Students must earn at least a 70% or higher in this course and pass the CLA exam in order to be eligible to enroll in Certified Logistics Technician. The cost of the textbook and CLA exam is included in the course fees.

Note: This course 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. Co-enrollment with PRD151 is strongly advised. The cost of the MSSC CLA certification exam and registration is included, along with access to materials and the textbook.

PRD150 | 36 Hours | $795 ($450 tuition + $345 fees)

INSTRUCTOR: **CE Instructor**

31088	Mon, Wed 6 - 9 PM	8/24 – 10/5* **No class 9/7*	Monroe Center/MC103

SW Eligible for senior tuition waiver. **Eligible for disabled & retired tuition waiver.**
See pages 46-47.

Launch Your Career
in Manufacturing & Logistics

No-Cost Training. Employer Connections. Real Jobs.

EARN at FCC is your pathway to a high-demand career in manufacturing and logistics. We provide the training, the certifications, and the direct link to local employers—all at no cost to you.

Classes start June 2026. Eligibility requirements apply. Participation in this program does not guarantee a job.

Learn more and submit an interest form today to get started!
frederick.edu/EARN

Frederick Community College | EARN MARYLAND | Frederick County Workforce Services | Frederick County Maryland Local Management Board

This project is funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.

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 course is entirely online and is offered in partnership with Ed2Go.

ONL274 | 24 Hours | $145 ($10 tuition + $135 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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 course is entirely online and is offered in partnership with Ed2Go.

ONL273 | 24 Hours | $145 ($10 tuition + $135 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

MANUFACTURING TECHNOLOGY

Manufacturing Fundamentals ONL

Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are vital, what makes up the physical work environment, and how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations and how successful organizations use costs to communicate manufacturing progress and develop short and long-term budgets. Discover how the application of technology turns an ordinary company into a high-performing organization, and lastly, how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.

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

ONL275 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

Manufacturing Applications ONL

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting, planning, Gantt charts, precedence diagramming, purchasing, production and inventory control, and logistics. Discover the basics of lean manufacturing and how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm, and how to effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. Lastly, explore 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 course is entirely online and is offered in partnership with Ed2Go.

ONL276 | 24 Hours | $139 ($10 tuition + $129 fees) TW SW

INSTRUCTOR: **Ed2go Instructor***

Online 7/15 – 8/21 | 8/12 – 9/18 | 9/16 – 10/23
10/14 – 11/20 | 11/11 – 12/18

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. **TW Eligible for disabled & retired tuition waiver.**
See pages 46-47.

*** 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 2026
September classes - first week of June 2026 | October classes - first week of July 2026
November classes - first week of August 2026

Trades & Vocational Training

AUTOMOTIVE

Introduction to Automotive Technology

Launch your career into the automotive service industry! This introductory course provides an overview of motor vehicle systems, functions, and operations, equipping you with foundational knowledge and practical skills. You will learn to identify and properly use tools and parts, perform vehicle inspections, and practice shop safety protocols, all while exploring career pathways and relevant certifications. Aligned with the Automotive Service Excellence (ASE) Entry-Level Maintenance and Light Repair (MLR) standards, this course is ideal for aspiring automotive technicians seeking entry-level employment.

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

TRD280 | 75 Hours | $900 ($750 tuition + $150 fees)

INSTRUCTOR: **Joshua Logan**

30897	Tue, Thu 6 - 9 PM	9/1 – 11/24	Monroe Center/MC144

Braking Systems

Discover the inner workings of vehicle braking systems! In this hands-on course, you will gain essential knowledge of hydraulic systems, friction brakes, power assist units, anti-lock brake systems (ABS), electronic stability control (ESC), and traction control. Students will learn to diagnose, repair, and maintain brake components using industry-standard tools and safety practices. Designed to prepare you for entry-level brake technician roles, it also builds a strong foundation for the ASE Certification Test A5: Brakes.

Note: This course will meet on campus in an in-person environment. To enroll in the course students must have successfully completed TRD280 (formerly TRD258). A textbook is required for this course. Please visit **bookstore.frederick.edu** for details.

TRD282 | 48 Hours | $700 ($565 tuition + $135 fees)

INSTRUCTOR: **Joshua Logan**

30900	Tue, Thu 6 - 9 PM	1/5 – 2/25	Monroe Center/MC144

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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

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. Students will prepare for the National Center for Construction Education and Research (NCCER) Core Certification. Also offered for credit as BLDT101.

Note: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

TRD286 | 37.5 Hours | $497 ($331 tuition + $166 fees)

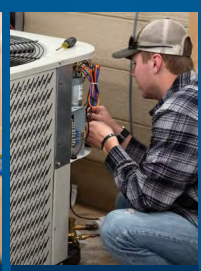
INSTRUCTOR: **Willie Weakfall (30758), Travis Young (30759), Brian DeCesare (30762, 30760)**

30758	Mon 6 - 8:30 PM	8/24 – 12/7* *No class 9/7	Monroe Center/MC126
30759	Tue 6 - 8:30 PM	8/25 – 12/8	Monroe Center/MC126
30762	Wed 2 - 4:30 PM	8/26 – 12/9* *No class 11/25	Monroe Center/MC126
30760	Wed 6 - 8:30 PM	8/26 – 12/9* *No class 11/25	Monroe Center/MC126

Build Your Future at FCC

Opportunity is booming in skilled trades. Start building your pathway today into a promising future career in:

ELECTRICAL


HVAC

WELDING

Now Offering More Class Sections!

Visit **frederick.edu/CATI** to learn more and register.

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: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

ELC181 | 90 Hours | $768 ($441 tuition + $327 fees)

INSTRUCTOR: **Sanford Malakoff (30770), Neville Robinson (30769)**

30770	Tue, Thu 2 - 5 PM	8/25 – 10/15	Monroe Center/MC129
30769	Mon, Wed 6 - 9 PM	8/24 – 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: This course 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. Prerequisite: BLDT140 or ELC181.

ELC182 | 60 Hours | $603 ($331 tuition + $272 fees)

INSTRUCTOR: **Neville Robinson (30779), Sanford Malakoff (30780)**

30779	Mon, Wed 6 - 8:30 PM	10/19 – 12/9* **No class 11/25*	Monroe Center/MC129
30780	Tue, Thu 2 - 4:30 PM	10/20 – 12/10* **No class 11/26*	Monroe Center/MC129

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: This course 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. Prerequisite: BLDT241 or ELC182.

ELC166 | 60 Hours | $603 ($331 tuition + $272 fees)

INSTRUCTOR: **Travis Anderson**

30772	Tue, Thu 6 - 8:30 PM	8/25 – 10/15	Monroe Center/MC129

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: This course 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. Prerequisite: BLDT140 or ELC181.

ELC183 | 60 Hours | $603 ($331 tuition + $272 fees)

INSTRUCTOR: **Travis Anderson**

30778	Tue, Thu 6 - 8:30 PM	10/20 – 12/10* **No class 11/26*	Monroe Center/MC129

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: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

HVC130 | 90 Hours | $700 ($441 tuition + $259 fees)

INSTRUCTOR: **Brian DeCesare (30768), Nick Pace (30767)**

30768	Tue, Thu 2 - 5 PM	8/25 – 10/15	Monroe Center/MC147
30767	Tue, Thu 6 - 9 PM	8/25 – 10/15	Monroe Center/MC147

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: This course 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. Prerequisite: BLDT110 or HVC130.

HVC131 | 60 Hours | $535 ($331 tuition + $204 fees)

INSTRUCTOR: **Brian DeCesare**

30775	Tue, Thu 2 - 4:30 PM	10/20 – 12/10* *No class 11/26*	Monroe Center/MC147
30776	Tue, Thu 6 - 8:30 PM	10/20 – 12/10* *No class 11/26*	Monroe Center/MC147

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: This course 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. Prerequisite: BLDT111 or HVC131.

HVC133 | 60 Hours | $535 ($331 tuition + $204 fees)

INSTRUCTOR: **Matthew Spinks**

30771	Mon, Wed 6 - 8:30 PM	8/24 – 10/14* *No class 9/7*	Monroe Center/MC147

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: This course will meet in person at the Monroe Center, 200 Monroe Ave., Frederick, MD in room MC147 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. Prerequisite: BLDT111 or HVC131.

HVC132 | 60 Hours | $535 ($331 tuition + $204 fees)

INSTRUCTOR: **Matthew Spinks**

30777	Mon, Wed 6 - 8:30 PM	10/19 – 12/9* *No class 11/25*	Monroe Center/MC147

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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.

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. **TW Eligible for disabled & retired tuition waiver.** See pages 46-47.

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

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: This course will meet in person at the Monroe Center, 200 Monroe Ave., Frederick, MD in room MC149AB 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 in the course students are asked to show academic readiness in English- see page 42 for details.

WLD160 | 90 Hours | $859 ($441 tuition + $418 fees)

INSTRUCTOR: **Blackboard Instructor**

30763	Mon, Wed 6 - 9 PM	8/24 – 12/9* *No class 9/7, 11/25	Monroe Center/MC114/MC149AB

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: This course 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 in the course students are asked to show academic readiness in English- see page 42 for details.

WLD172 | 30 Hours | $331 ($221 tuition + $110 fees)

INSTRUCTOR: **Rebecca Lorenz**

30764	Tue, Thu 5 - 6 PM	8/25 – 12/10* *No class 11/26	Monroe Center/MC114

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 BLDT224.

Note: This course 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. Prerequisite: BLDT 222 or WLD175.

WLD173 | 75 Hours | $694 ($331 tuition + $363 fees)

INSTRUCTOR: **Rebecca Lorenz**

30765	Tue, Thu 6 - 8:30 PM	8/25 – 12/10* *No class 11/26	Monroe Center/MC114/MC149B

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: This course 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.

TRD208 | 37.5 Hours | $331 ($221 tuition + $110 fees)

INSTRUCTOR: **Angela Carter**

30766	Mon 7:35 - 9 PM	8/24 – 12/7* *No class 9/7	Conference Center/E123

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. **Eligible for disabled & retired tuition waiver.** See pages 46-47.

Payment Plans Available! Take advantage of the FCC payment plan when you register for select programs (see page 46 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.

Workforce Training Certificates currently available:

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: GTAW
Welding: SMAW

Healthcare Careers

Certified Nursing Assistant (CNA)
Clinical Medical Assistant
Dental Assisting
Oral Radiography
Medical Billing - AAPC
Medical Coding - AAPC
Patient Care Technician
Phlebotomy Technician
Sterile Processing Technician
Veterinary Assistant

For more information or to register, visit: **frederick.edu/WorkforceCertificates**

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

Adult Basic Education & GED® Test Preparation

Are you an adult or out-of-school youth (18+) and need your high school diploma or would like to improve your basic skills in reading, writing, or math?

FREDERICK.EDU/ADULTED

Adult Basic Education Classes

The Adult Education Program offers small classes and a relaxed atmosphere to assist you in reaching your goals of improving your skills in reading, writing, and math.

High School Diploma Preparation Classes

The Adult Education Program offers classes to prepare students to pass the GED exams to earn a Maryland High School Diploma. To begin, attend one of the orientations and learn how classes are structured and how to register.

Contact Adult Education for details about classes and registration orientation, or apply for more info at frederick.edu/AdultEdInterest

DID YOU KNOW?

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

Pass the GED® Exam

Take and pass all four tests of the GED – Language Arts, Socials Studies, Science, and Math to receive your Maryland high school diploma. 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

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 4**

Fall Session: **September 2 – December 1**

- **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

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.

Math

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.

English

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 40-41 for details.

For more information or to register, visit: **frederick.edu/QuickEnroll**

Tuition Assistance & Scholarships

FCC has tuition assistance and scholarships available for eligible students in 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 at CEInfo@frederick.edu or 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 or program at FCC.

For more information contact:
Michael Thornton
FCC Foundation Scholarship Program Manager
mthornton@frederick.edu • 301.624.2851

For more information, visit:
frederick.edu/CEWDScholarships

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 TEST 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! @fcctestingcenter | 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.

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.

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]

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 46.
- 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 $15 one time per year, non-refundable registration fee is due at the time of registration. This fee is only refundable when FCC cancels a class for which the student paid the registration fee and the student has not enrolled in any other classes during the period.

Out-of-County Tuition

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

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.

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
- Healthcare: CAH132, CAH133, CAH145, CAH156, CAH157, CAH158, CAH185, CAH190, CAH195, CAH252, CAH253, CAH272, CAH273, CAH277, CAH280, CAH281, CAH282, CAH283, CAH333, CAH487, VET130, VET131
- Hospitality: HCT102, HCT114, HCT117, HCT132, HCT150, HCT151
- Targeted ESL: AEL108, AEL109, AEL112, AEL134, AEL252, AEL302
- Trades: ELC166, ELC181, ELC182, ELC183, HVC130, HVC131, HVC132, HVC133, TRD208, TRD286, WLD160, WLD170, WLD172, WLC173, WLD174, WLD175

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. FCC's Monroe Center student lounge and FCC's Learning Commons (on main campus) provide open use computers during normal operating hours.
- **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, contact CEWD Registration at CEInfo@frederick.edu or 301.624.2888.

SCHOLARSHIPS

Scholarships are available for students enrolling in select continuing education programs. *See page 43 for information on scholarships as well as other tuition assistance opportunities.*

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
- Certified Nursing Assistant (CNA/GNA)
- Clinical Medical Assistant
- CompTIA (CMT131, CMT133, CMT134, CMT135)
- Dental Assistant
- Electrical
- Home Inspection Pre-Licensure
- HVAC
- Medical Billing & Coding (CAH252 & CAH253)
- Occupational Safety & Health
- Oral Radiography
- Patient Care Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Targeted ESL Courses
- Trades & Vocational Training (TRD286)
- Veterinary Assistant
- Welding

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 the Social Security Administration, the Railroad Retirement Board, or 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.

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/CEWDRefund**. Students will be asked to provide documentation supporting the student's request. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances. The college reserves the right to approve a full, partial, or deny a refund request submitted outside the full period for the class.

Approved Refunds

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

Registration Fee

The annual registration fee of $15 is only refundable when FCC cancels a course and the student is not registered for any other course.

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

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

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.

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 39 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. Students wishing to restrict directory information must contact the Enrollment Center (located on the first floor of Jefferson Hall) in writing with their request. Contact the Welcome Center for additional information.

COLLEGE POLICIES & PROCEDURES

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

BUILDINGS

1. Annapolis Hall (A)
2. Athletics Center (D)
3. Braddock Hall (B)
4. Carl & Norma Miller Building (M)
5. Catoctin Hall (C)
6. Conference Center (E)
7. FCPS Career & Technology Center
8. Gambrill Hall (G)
9. Jefferson Hall (J)
10. Linganore Hall (L)
11. Mercer-Akre Kiln (K)
12. Plant Operations (P)
13. Student Center (H)
14. Sweadner Hall (S)
15. Visual & Performing Arts Center (F)
16. Monroe Center

ATHLETICS

17. Athletic Fields Facilities
18. Baseball Field
19. Practice Field
20. Soccer Field
21. Softball Field
22. Tennis Courts

Monroe Center
200 Monroe Avenue, Frederick, MD 21701

PARKING

23. Parking Lot 1
24. Parking Lot 2
25. Parking Lot 3
26. Parking Lot 4
27. Parking Lot 5
28. Parking Lot 6
29. Parking Lot 7
30. Parking Lot 8
31. Parking Lot 9
32. Parking Deck
33. Staff Parking
34. Visitor Parking
35. Monroe Center Parking

Frederick Community College

7932 Opossumtown Pike, Frederick, MD 21702

Visit maps.frederick.edu or scan the QR code to view our interactive map and get directions.

Frederick Community College
Continuing Education & Workforce Development
7932 Opossumtown Pike
Frederick, Maryland 21702

NONPROFIT ORGANIZATION
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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 43. frederick.edu/CEWDScholarships