How can our health care courses provide you with valuable career opportunities as you build needed credentials? LOOK INSIDE.

See also how our reputable subject matter experts can help you upgrade your professional skills or enrich your life just for fun!
What’s Inside

If you are interested in a variety of professional certifications including PMP, SHRM-CP/SCP, family mediation, and more, you can prepare here. Our courses offer online study tools, professional networking, and seasoned instructors.

If you want to enter the child care and early education field or if you’re already a child care professional in need of annual MSDE continued training, we can help.

on the cover

▲ Erick Sims decided to pursue nursing at HCC after he took the certified nursing assistant (CNA) theory and clinical course. Using the skills he learned from our CNA course, he was able to secure a job working with R Adams Cowley Shock Trauma Center at the University of Maryland Medical Center. Erick plans to transfer to UMD and credits HCC’s instructors for giving him the hands-on experience he needed.

If you’re looking for a great beginning or to add to your current foundation as a health care professional, see our health care courses starting on page 29. To learn more about Erick’s experience, visit howardcc.edu/coned.

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THIS FALL IN HEALTH CARE, CONTINUING EDUCATION & WORKFORCE DEVELOPMENT AT HCC

31 Prepare for a new career before 2019 ends! Returning patient care courses include Introduction to Dental Assisting and Radiology, Pharmacy Technician Theory, and Ophthalmic Technician and Clinical.

36 Our NEW Orthopedic Technician Assistant Training Program will provide you with the theory and practical skills required to work as an entry-level orthopedic technician assistant.

SCHOLARSHIP FOR WORKFORCE DEVELOPMENT CLASSES AT HCC

$79 Interested in preparing for a new career or professional development? Take the next step in building needed credentials with a financial award by applying for our Workforce Development Sequence Scholarship. See details on inside back cover.
Build your IT skills. Learn new software, explore troubleshooting and help desk technology, or take an advanced course to improve your abilities. Certification preparation courses in cybersecurity and IT are available this fall.

Explore the benefits of swimming and staying fit. Water Jogging, Nia H₂O, and Improving Stroke Techniques & Endurance offer new skills and ways to improve your routine.

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## Business Skills

Explore a wide range of business skills for developing your career, including courses on communication, entrepreneurship, project management, marketing strategy, and leadership fundamentals.

### Career Preparation

#### Applied Office Skills

Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by making daily routine plans, phone etiquette, filing systems, handling information requests, and performing clerical functions such as, receiving visitors, arranging conference calls, and scheduling meetings. 9 CEUs. $150 (includes $70 in fees*)

- **Tue, Thu 6:30pm-9:30pm, Sep 17-Sep 24**
  - XA-301 M1800  #5292 Laurel College Center

#### Essential Job Skills ★ NEW! ★

This course will provide instruction in general employability skills. These job skills include: goal setting, communication, social skills, time management, organization, and interviewing skills as well as the skills and attitudes to make appropriate work-related decisions, and become strong members of a work team. The course is designed to guide you through learning these skills that can be transferable among a variety of jobs and careers and are considered essential in any employment situation. 3.0 CEUs. $475 (includes $295 in fees*)

- **Tue, Thu 4pm-5:30pm, Sep 17-Nov 21**
  - YD-101 9032  #4872 Hickory Ridge 110

### Marketing & Social Media

#### Marketing Strategies for Today and Tomorrow

Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, web strategies and more. $70 (includes $40 in fees*)

- **Sat 9am-4pm, Nov 23**
  - XB-340 M1612  #5399 Laurel College Center

#### Digital Marketing Certificate

Earn a Continuing Education Certificate of Completion for Professional Development. This three-part series covers the essentials of eMarketing. You will explore ways to improve email promotions, increase website traffic, and online advertising techniques. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $495 (includes $470 in fees*)

- **Sep 3-Nov 29**
  - XO-900 4086  #5086 Online

#### Introduction to Social Media

Learn the basics on a few of the most popular social media platforms for business use, including Facebook, Twitter, LinkedIn, Instagram, and more. Create a social media strategy for your business, do a quick audit of your own social media presence, and find out why millions of businesses are finding social networking to be profitable and key to their branding. $60** (fee based, no waivers)

- **Mon 9am-12pm, Sep 30**
  - XE-302 8149  #5150 Gateway Campus Lab E
- **Fri 9am-12pm, Nov 1**
  - XE-302 8151  #5153 Gateway Campus Lab E

#### Marketing Your Business on Facebook

Optimize your business presence on Facebook – the most popular social media platform worldwide! Get an up-to-date overview of all the features for businesses on Facebook, including Pages, Groups, Messenger, Fundraisers, and Ads. Get started on your first Facebook Ad campaign, get some tips on how to manage the Facebook algorithm, and learn how to reach your ideal customer on social media. Prerequisite: It is recommended that you have a Facebook Business Page or Group. $60** (fee based, no waivers)

- **Mon 1pm-4pm, Sep 30**
  - XE-560 8150  #5152 Gateway Campus Lab E

#### Make Instagram Work for You

Drive more customers to your business with Instagram! We’ll cover the basics of using Instagram for your business, provide an overview of all the latest features and updates, and show you how to plan, manage, and optimize your Instagram strategy. Create your first Instagram Story, and learn how to communicate your brand’s values on Instagram. Prerequisite: You must have an Instagram Business account. Three hours. $60 (fee based, no waivers)

- **Fri 1pm-4pm, Nov 1**
  - XA-391 8152  #5154 Gateway Campus Lab E

#### Social Media for Business Series

Earn a Continuing Education Certificate of Completion for Professional Development. Learn to communicate, market and serve customers using social media in this three-part series. Discover the principles of communication that apply across all social networks and how these networks work. Facebook, Twitter, blogging, YouTube, LinkedIn, and more are discussed. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $495 (includes $470 in fees*)

- **Sep 3-Nov 29**
  - XO-900 4086  #5086 Online

### COURSE NOTES

* Fees not eligible for waiver.

** Neither XE courses nor their fees are eligible for waiver.

(S) = Supplies needed. Instructor will provide list at first class.

(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Introducing our NEW Language and Culture Programs

Do you want to learn a new language or improve your existing skills? Whether studying a world language is a personal goal or a professional necessity, we can help!

**Basic Language Courses**
*See Page 54*
For personal enrichment and cultural exposure. Have fun while you learn!
- Minimal homework and assessments
- No grades
- Meet once a week for eight weeks

**Intensive Language Courses**
*See Page 55*
For professional and academic purposes. Challenge yourself with intensive language study.
- Regular homework and assessments
- Pass/fail grades
- 15-week semesters

See page 54 for course descriptions and registration information.

For more information
Call: 443-518-4679
Email: cewdlanguages@howardcc.edu
Business Skills

Project Management

Project Management Basics
Get introduced to the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects. Managers with limited experience will learn project management concepts, terms, tools, and aspects of the project lifecycle as described in the Project Management Institute's PMBOK® Guide. 1.2 CEUs. Tuition: $495 (fee based, no waivers)

- Tue, Thu 9am-4pm, Oct 29-31
  - XB-995 8169 #5672 Gateway Campus Room 3

PMP® and CAPM® Certification Exam Prep

This seven-week series covers a number of topics in preparation for the Project Management Professional (PMP®) exam. If you are interested in the Certified Associate Project Management CAPM® exam, you may also take this class. You will review all material covered in the Project Management Book of Knowledge (PMBOK® Guide), which includes the 10 knowledge areas:

- Project Integration
- Project Scope
- Project Schedule
- Project Cost
- Project Quality
- Project Human Resource
- Project Communications Management
- Project Risk Management
- Project Procurement
- Project Stakeholders Management Review

You will learn the project manager's role in developing the project scope, how to develop a project charter, the project lifecycle, and the importance of the WBS in defining the scope. You will learn about controlling the project schedule, the critical path method, PERT methodology, network diagrams, and Gantt charts. You will also learn about managing the project budget, cost estimating and forecasting, cost applications, and earned value analysis. Discuss the project manager's role in creating, motivating, and managing a successful team. Examine group decision-making and problem-solving models, project risk definitions/planning, procedures for managing project contracts and procurement, and quality assurance. Included in this course is an online component for practice questions, test strategy, and review. 42 hours. 4.2 CEUs. No refunds. Prerequisite: 4,500 hours of project management experience to sit for the PMP® exam.

- Tue, Thu 6pm-9:15pm, Sep 24-Nov 7
  - XA-475 8119 #5121 Gateway Campus Lab A
  - XA-475 8120 #5122 Gateway Campus Lab A

Attention, Veterans!
You may be eligible for veteran benefits for the PMP®/CAPM® Exam Prep. For more information, please contact us at 443-518-4514 or email veteransaffairs@howardcc.edu.

Attention, Managers!
Is your staff in need of training in project management? The courses listed can be customized for your organization. Call Beverly Johnson at 443-518-4973.

Meet Our Instructors

Project management courses are taught by PMP® certified instructors from Project Masters, Inc., a registered education provider recognized by the Project Management Institute (PMI).

William Judy, PMP, MBA
William Judy, PMP, MBA, has over 30 years of experience in commercial and government computer and communications systems analysis, design, and program management.

April Wennerberg, PMP, MBA
April Wennerberg, PMP, MBA, has over 25 years of project management experience in a variety of industries and is the CEO/founder of Project Masters Inc., a registered education provider recognized by the Project Management Institute (PMI).

Evelyn Millhouse-Fort, PMP, MS
Evelyn Millhouse-Fort, PMP, MS, is an accomplished communications/PR professional with demonstrated experience for over 25 years with developing creative, budget-conscious strategic communications and programs.

Microsoft Project

Project management helps organizations control and conserve resources. Using Project, learn to use tools that will help you create projects, organize schedules, assign tasks and resources, and produce reports. Prerequisites: Windows experience. 18 hours. 1.8 CEUs. $595 (includes $340 in fees*)

- Mon, Tue, Wed 9am-4pm, Sep 16-Sep 18
  - XA-475 8119 #5121 Gateway Campus Lab A
  - XA-475 8120 #5122 Gateway Campus Lab A

Attention, Veterans!
You may be eligible for veteran benefits for the PMP®/CAPM® Exam Prep. For more information, please contact us at 443-518-4514 or email veteransaffairs@howardcc.edu.
Agile Certified Practitioner (PMI-ACP)® Certification Prep ★ NEW! ★
The PMI-ACP® spans many approaches to agile such as Scrum, Kanban, Lean, extreme programming (XP), and test-driven development (TDD). Project managers who learn to use agile approaches have better collaboration skills, manage complexity, and master rapid response times. PMI-ACP® is one of the fastest growing certifications for the agile professional. 21 hours. 2.1 CEUs. This hybrid course includes three hours of online training. $1,495 (includes $975 in fees*)
■ Wed,Fri 6:30pm-9:30pm and Sat 9am-4pm,
Nov 13-Nov 22
XB-663 8167   #5185   Gateway Campus Rm 3

Creative Thinking and Innovation Techniques ★ NEW! ★
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation, and assertive communication methods, and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others. .6 CEUs. $260 (includes $85 in fees*)
■ Sat 9am-4pm, Oct 26
XB-143 M1622   #5420   Laurel College Center

More Ways to Earn PDUs!
Online Leadership, Supervision, and Management Classes
• Project Management Applications
• Introduction to Business Analysis
• Mastery of Business Fundamentals
• Fundamentals of Supervision and Management
• Leadership

Human Resources

SHRM Certified HR Professional Test Prep Course
To receive a $100 early bird tuition discount, you must register by September 7.
Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. This certification preparation course covers four knowledge domains: People, Organization, Workplace, and Strategy as well as eight behavioral competencies. This intensive course combines expert instruction with the 2019 SHRM Learning System so you will learn faster, retain more knowledge, and stay on track as you prepare for the exam. For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. The course includes all course materials and access to the SHRM Learning System, but does not cover registration for the SHRM-CP or SHRM-SCP examinations. To receive a $100 early bird tuition discount, you must register two weeks before the start date. Standard refund policy does not apply. No refunds on or after the class start date. 3.5 CEUs. $1,245 (includes $790 in fees*)
■ Sat 9am-12:45pm, Sep 21-Dec 7 (No class on Nov 30)
XB-239 8104   #5109   Gateway Campus Rm 4

Successful Recruitment, Selection, and Placement
This course is a comprehensive overview of the recruitment function. You will study the fundamental principles of workforce development, develop a recruitment strategy, review recruitment methods, identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers, conduct negotiations, and evaluate retention strategies and practices. .9 CEUs. $265 (includes $85 in fees*)
■ Thu 6:30pm-9:30pm, Oct 10-Oct 24
XB-705 M1606   #5326   Laurel College Center

A Preferred Provider of SHRM Human Resources
Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field!
For more than 10 years, HCC has been a preferred provider of SHRM human resources training. This course provides a comprehensive and accelerated option for professional development covering four knowledge domains: People, HR Competencies, Organization, and Workplace as well as a set of behavioral competencies.

Next class starts September 21.
Please call 443-518-4973 for more information.
Managing Employee Performance
This course is intended to prepare you to develop and practice effective performance management techniques. You will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management. 1.2 CEUs. $280 (includes $95 in fees*)

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Principles of Human Resource Management
This course will examine the theoretical foundation of the human resource management field, the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. 1.2 CEUs. $280 (includes $85 in fees*)

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Ethics in Human Resources Approach
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: Greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers. .6 CEUs. $260 (includes $85 in fees*)

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<td>#5417 Laurel College Center</td>
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HR’s Role in Creating a Positive Work Environment
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management, and being proactive in dealing with issues in a fair and transparent manner. .6 CEUs. $260 (includes $85 in fees*)

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HR’s Role in Organizational Development and Change Management
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. .9 CEUs. $265 (includes $85 in fees*)

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<td>Nov 21-Dec 12</td>
<td>XB-707 M1607</td>
<td>#5327 Laurel College Center</td>
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Introduction to Employee Benefits
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers’ compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered as well as non-statutory benefits, preferred compensation plans, qualified and non-qualified deferred compensation plans, and methods and tools to develop, select, administer, and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations. 1.2 CEUs. $290 (includes $95 in fees*)

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Introduction to Compensation
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. This course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 1.2 CEUs. $280 (includes $85 in fees*)

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<td>XB-706 M1605</td>
<td>#5325 Laurel College Center</td>
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Human Resource Law
This comprehensive course condenses the most critical legislation and or legal obligations of which every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics covered, with their associated impacts, include Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act-2010, MLA (Family and Medical Leave Act), FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act, and many other human resource laws. 1.2 CEUs. $280 (includes $85 in fees*)

- Tue 6:30pm-9:30pm, Sep 24-Oct 15
  XB-703 M1603 #5323 Laurel College Center

Managing Conflict: A Professional Approach  **NEW!**
In this six-hour course, you will start to appreciate the differences in opinions that your co-workers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons, and how to react professionally when conflict arises. .6 CEUs. $260 (includes $85 in fees*)

- Sat 9am-4pm, Nov 16
  XB-129 M1615 #5415 Laurel College Center

Managing Generational Diversity in the 21st Century Workplace  **NEW!**
This course will cover ways for managers to understand roles and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and ability to attain organizational goals and objectives. Topics include strategies for talent maximization, the impact of generational differences on today’s work environment, and communication essentials. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. .6 CEUs. $260 (includes $85 in fees*)

- Sat 9am-4pm, Sep 28
  XB-145 M1618 #5418 Laurel College Center

Leadership & Supervision

Supervisory and Leadership Certificate
Earn a Continuing Education Certificate of Completion for Professional Development. This course is for new or experienced supervisors and managers. You will review management roles and responsibilities, employee engagement, and performance reviews. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $395 (includes $370 in fees*)

- Sep 3-Oct 25
  X0-935 4091 #5091 Online

Management Certificate
Earn a Continuing Education Certificate of Completion for Professional Development. Demonstrate the keys to effective management, setting clear expectations, and ways to improve productivity. Explore methods to engage employees from different generations. This is a three-part series. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $595 (includes $570 in fees*)

- Sep 3-Nov 29
  X0-936 4092 #5092 Online

Data Analysis

Certificate in Data Analysis
Companies have vast amounts of data and need individuals with the ability to analyze this data and make predictions and see trends. Update your skill set with this three part series: Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $495 (includes $470 in fees*)

- Sep 3-Nov 29
  X0-929 4090 #5090 Online

Customer Service

Certificate in Customer Service
Earn a Continuing Education Certificate of Completion for Professional Development. Superior customer service is vital for any organization. Recognize ways to improve your customer service skills through this two-part series. Topics include customer retention, setting customer expectations, and creating a customer service plan. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $245 (includes $230 in fees*)

- Sep 3-Nov 1
  X0-918 4093 #5093 Online

Entrepreneurship & Self-Employment

Entrepreneurship Certificate
Earn a Continuing Education Certificate of Completion for Professional Development. Identify the skills and characteristics required for all successful entrepreneurs. You will create a business plan and learn ways to market products and services in this three-part series. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $495 (includes $470 in fees*)

- Sep 3-Nov 29
  X0-934 4085 #5085 Online
Become a Reiki Practitioner

Reiki is a Japanese technique for stress reduction and relaxation that also promotes healing. It is a simple, natural, and safe method of spiritual healing and self-improvement that everyone can use. Become a practitioner after taking the below classes:

Usui Reiki Level I
Welcome to your Usui Reiki journey! This course is the beginning level of Usui Reiki training. Through lecture, discussion, and practice, you will learn the terminology, key concepts, principles, pillars and basic body anatomy pertaining to this art. Practice includes giving and receiving a complete Reiki self-treatment using specific hand positions and various Japanese healing techniques. All students will receive an attunement given by the Reiki Level III Master Teacher, Kristen Dennison. Upon completion of this course, all students will be certified in Reiki Level I and are encouraged to practice Reiki with fellow students, friends, family members and pets. Additional practice will result in gaining the experience and confidence required to fully complete the Reiki training and advance to higher Reiki certification courses. Bring a lunch and wear comfortable clothes. .5CEUs $105 (includes $45 in fees*)

Tue 5pm-10pm, Sep 17
XB-100 6162 #1848 Health Sciences Building 165

Usui Reiki Level II
This Level II course is a combination of discussion and Reiki sessions. You will acclimate to a higher level of Reiki energy, qualifying you as a Reiki Practitioner. The class will consist of a brief review of Level I material, discussion of self-healing experiences and reiterate the importance of intention in your practice. You will receive the three sacred Reiki II symbols which will enable you to dissipate immobile dense energy, direct energy with the intent for peaceful balanced emotions, and activate Reiki energy to promote healing over distance and time. All students will receive an attunement given by the Reiki Level III Master Teacher, Kristen Dennison. Upon course completion, you will be certified as a practitioner, allowing you the ability to participate in community Reiki volunteer-shares, create a private practice and encouraged to expand to level III as a Reiki Master. Bring a lunch and wear comfortable clothes. .5CEUs $105 (includes $45 in fees*)

Tue 5pm-10pm, Oct 15
XB-102 6163 #1849 Health Sciences Building 165

Crystal Reiki Level I ★NEW!★
This Crystal Reiki Level I class is for Certified Level I or greater Reiki Practitioners considering the use of Crystal Healing in their Reiki sessions. This class will combine lecture, discussion, and practice. We will review Reiki practices, crystals and their healing properties, and study the body’s auric field and seven major chakra points. Learn how to give a Reiki Crystal Session, practice with your fellow classmates, and become certified. This class is a fantastic tool to advance you on your spiritual path as a Reiki healer. .5 CEUs. $105 (includes $45 in fees*)

Tue 5pm-10pm, Nov 5
XB-207 6066 #4934 Health Sciences Building 165

Financial Aspects of Your Business
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line of credit, a loan and the difference between conventional loans and SBA loans. .6 CEUs. $70 (includes $40 in fees*)

Sat 9am-4pm, Sep 28
XB-173 M1611 #5398 Laurel College Center

Business Plan: Blueprint for Success
Develop goals and objectives for your business ventures. You will examine the many elements of the business plan and the various uses and dynamic nature of the planning process. .6 CEUs. $70 (includes $40 in fees*)

Sat 9am-4pm, Sep 21
XB-592 M1610 #5390 Laurel College Center

Voice-Overs - Now Is Your Time
In what could be the one of most enlightening two hours you’ve ever spent, this class will show you how to begin using your speaking voice for commercials, films, videos and more! You will learn a unique, out-of-the-box method to cash in on one of the most lucrative full-time or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! $59** (includes $40 in fees*)

Sat 10am-12pm, Nov 2
XE-100 J1601 #1853 Laurel College Center

Wed 7pm-9pm, Nov 6
XE-100 6090 #0795 Main Campus

Mediation & Law

Conflict Resolution Neutrality
This course examines the elusive concept of “mediator neutrality.” Workshop format is interactive, exploring the ethical and behavioral hallmarks of mediator neutrality through class discussion and analysis of mediation videos. Note: This course covers material congruent with Judicial Rule 17 Continuing Education requirements and the MPME mandate for Continuing Education in mediation ethics. Topics discussed will be different concepts meant by mediators when they talk of “neutrality,” three aspects of neutrality important to consider in the practice of mediation (process, content, and relationship), and mediator behaviors which convey a sense of neutrality. .2 CEUs. $99 (includes $59 in fees*)

Wed 6:30pm-8:30pm, Dec 11
XH-113 7720 #1945 Gateway Campus
Family Mediation: Child Access Training

How do you help families reorganize themselves amid separation or divorce? How do you help parents who have never married work together to meet their children's needs? Learn key concepts of family dynamics and relevant legal topics so that you can assist parents in transition. Workshop format includes small group exercises, discussions, simulations, video, and lecture. Successful completion of this 20-hour course satisfies the Child Access Mediation Training requirements under Maryland Judicial Rule 9-205. Instructor Barbara Williams, M.P.A., M.Ed., J.D. has a private practice in mediation and is listed on the rosters for court-appointed mediation with several Circuit Courts in Maryland. Instructor subscribes to the Maryland Program on Mediator Excellence. Prerequisite: 40-hr Basic Mediation Training. Refunds issued only up until seven days before course start date. Please bring a bag lunch. 2.0 CEUs. $550 (includes $490 in fees*)

Sat 9am-4:30pm and Sun 12:30pm-4:15pm, Nov 9-Nov 17
XH-139 7735 #1931 Hickory Ridge

Paralegal Certificate Program

Earn a Continuing Education Certificate of Completion for Professional Development. Discover what it takes to start a paralegal career. You will discuss legal terminology, analysis, briefs, and explore contract law. This introductory level course does not fill any prerequisites for certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $190 (includes $145 in fees*)

Sep 11-Oct 18
XO-304 4040 #5041 Online

Oct 16-Nov 22
XO-304 4041 #5042 Online

Nov 13-Dec 20
XO-304 4042 #5043 Online

Dec 11-Jan 17
XO-304 4043 #5044 Online

Writing & Public Speaking

Effective Business Writing

If you communicate with others in writing, this course will help identify and eliminate any problem areas. Learn the steps to developing powerful written documents that draw readers in. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

Sep 11-Oct 18
XO-221 4979 #4988 Online

Oct 16-Nov 22
XO-221 4980 #4989 Online

Nov 13-Dec 20
XO-221 4981 #4990 Online

Dec 11-Jan 17
XO-221 4982 #4991 Online

Looking for Grammar for Your Job?

Register through CustomClass! Call 443-518-4404 for more information.

Fundamentals of Technical Writing

Explore a career as a technical writer. Explore publishing and formatting techniques, develop graphics and templates, and document management. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

Sep 11-Oct 18
XO-180 4060 #5061 Online

Oct 16-Nov 22
XO-180 4061 #5062 Online

Nov 13-Dec 20
XO-180 4062 #5063 Online

Dec 11-Jan 17
XO-180 4063 #5064 Online

The Keys to Effective Editing

Writers, editors, and publishers explore the fundamentals of editing. Grammar, punctuation, and syntax are covered. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

Sep 11-Oct 18
XO-176 4044 #5045 Online

Oct 16-Nov 22
XO-176 4045 #5046 Online

Nov 13-Dec 20
XO-176 4046 #5047 Online

Dec 11-Jan 17
XO-176 4047 #5048 Online

Speaking With Confidence

Gain confidence speaking before groups from professional speaker and coach Allan Misch. He will reveal strategies for you to become a more confident and skilled presenter. In this information-packed and entertaining course, you will discover a powerful preparation method to minimize mishaps. Learn a proven presentation structure to guarantee your audience will understand you. Uncover a secret practice technique to learn and deliver your presentation using minimal notes. Practice a refined strategy in order to be a confident and skilled presenter. $89 (includes $45 in fees*)

Thu 6:30pm-8:30pm, Sep 12-Sep 26
Xl-201 6165 #1916 Gateway Campus
EARLY CHILDHOOD EDUCATION & CHILD CARE

The demand for qualified child care providers is projected to grow by up to 11% through 2026 according to the U.S. Bureau of Labor Statistics. You can become part of this exciting field with our Maryland approved programs, which range from pre-service to new coursework for advancing professionals.

Basic Health & Safety NEW Online Format!
Basic Health and Safety Training is now available as an online class. This course is MSDE-approved. See p. 14.

Climb the Maryland Pyramids!
Maryland’s new Pyramid Model for Social and Emotional Competence courses (formerly SEFEL) are newly designed for child care, preschool and kindergarten teachers to address the needs of young children and include trauma-informed content. Introducing two new age-specific courses, for preschoolers and for infants and toddlers, with online and classroom options.

Child Growth and Development 45 Hours

Workforce Development Sequence Scholarship Eligible — See inside back cover.

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs.
$265 (includes $55 in fees*)

Mon,Wed 6:30pm-9:45pm, Sep 9-Oct 28
ZB-707 7545  #1812 Gateway Campus
(In this section, all class hours are conducted in the classroom.)

ONLINE

Online classes have no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course.

Oct 25-Dec 13
ZB-707 7512  #1808 Online
Oct 25-Dec 13
ZB-707 7513  #1809 Online
Oct 25-Dec 13
ZB-707 7514  #1810 Online
Oct 25-Dec 13
ZB-707 7515  #1811 Online

Requirements for Child Care Positions

Child Care Teacher Preschool 90 hrs:
Child Growth & Development (45 hrs.),
Preschool Curriculum & Activities (45 hrs.),
Communication Skills (9 hrs.),
Including All Children and the ADA (3 hrs.),
Basic Health & Safety Training

Child Care Teacher Infant/Toddler 90 hrs:
Child Growth & Development (45 hrs.),
Infant & Toddler Care (45 hrs.),
Communication Skills (9 hrs.),
Including All Children and the ADA (3 hrs.),
& Supporting Breastfeeding (3hrs.),
Basic Health & Safety Training

Child Care Teacher School Age 90 hrs:
Child Growth & Development (45 hrs.),
School Age Curriculum (45 hrs.),
Communication Skills (9 hrs.),
& Including All Children and the ADA (3 hrs.),
Basic Health & Safety Training

Child Care Director:
Teacher 90 hrs. (above) plus
Child Care Administration

Family Child Care Provider:
Family Child Care Pre-Service,
SIDS Emergency Prep,
CPR/First Aid,
Including All Children and the ADA, Medication Administration, Supporting Breastfeeding (if caring for under age two), and
Basic Health & Safety Training

New Requirements In Maryland
Maryland regulations require that most center staff and family providers have completed the following courses:
• Including All Children and the ADA (see p. 12)
• Supporting Breastfeeding in Child Care (see p. 12)
• Basic Health & Safety (see p. 14)

Planning a staff professional day?
Request on-site training at your center, call 443-518-4049.
Preschool Curriculum and Activities 45 Hours

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

■ Mon, Wed, Thu 6:30 pm-9:45 pm, Aug 24-Dec 12
(ZB-718 7514 #1822 Gateway Campus
(In this section, all class hours are conducted in the classroom.)

ONLINE

Online classes have no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course.

■ Sep 11-Oct 30
(ZB-718 7521 #1818 Online
■ Sep 11-Oct 30
(ZB-718 7522 #1819 Online
■ Sep 11-Oct 30
(ZB-718 7523 #1820 Online

Infant and Toddler Care 45 Hours

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 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 to meet the MSDE requirements for 45 hours of training for preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

■ Tue 6:30 p.m.-9:20 p.m., Aug 24-Dec 15
(ZB-702-7558 #5668 Academic Commons 116
(In this section, class hours are conducted in the classroom. Space is limited. Purchase textbooks for EDUC 113 from the HCC bookstore. This class meets on the main campus with EDUC 113-950 class.)

ONLINE

Online classes have no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course.

■ Sep 11-Oct 30
(ZB-702 7518 #1805 Online
■ Sep 11-Oct 30
(ZB-702 7519 #1806 Online

School Age Child Care Curriculum 45 Hours

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages six-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

■ Oct 10-Dec 5
(ZB-673 7524 #1802 Online
(Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course. Purchase required materials from the HCC bookstore at howardcc.bncollege.com.)

Infant and Toddler Care 45 Hours

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 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 to meet the MSDE requirements for 45 hours of training for preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

■ Tue 6:30 p.m.-9:20 p.m., Aug 24-Dec 15
(ZB-702-7558 #5668 Academic Commons 116
(In this section, class hours are conducted in the classroom. Space is limited. Purchase textbooks for EDUC 113 from the HCC bookstore. This class meets on the main campus with EDUC 113-950 class.)

ONLINE

Online classes have no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course.

■ Sep 11-Oct 30
(ZB-702 7518 #1805 Online
■ Sep 11-Oct 30
(ZB-702 7519 #1806 Online

School Age Child Care Curriculum 45 Hours

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages six-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

■ Oct 10-Dec 5
(ZB-673 7524 #1802 Online
(Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course. Purchase required materials from the HCC bookstore at howardcc.bncollege.com.)
Online Credential Boosters Courses

These classes are designed to help you get your program aligned with Maryland EXCELS as well as to help you reach higher Maryland Child Care Credential levels. Credential Boosters are classes that are identified by MSDE in the Staff Credential modifications for levels 2, 3, and 4.

To view full course descriptions for the classes listed below, please visit howardcc.edu/childcareclasses.

Please note the following about these courses:

- You can complete online Credential Boosters courses at your own pace, with instructor guidance; each one takes approximately three hours to complete (completion times may vary).
- You may register for and begin a class anytime between Sep 9 and Dec 6. Final deadline for course work is Dec 13.
- Once you have registered, it is your responsibility to email childcareclasses@howardcc.edu to receive an automated reply with login instructions.
- You will need access to a computer, the internet, and email to take an online Credential Boosters course.
- No refunds or transfers on or after the class start date. No assignment deadline extensions.

CHILD DEVELOPMENT
Observation and Assessment Birth-12
MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-725 7527 #1829 Online

Supervising Children in Child Care
MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-751 7528 #1846 Online

Positive Child Guidance and Discipline Theory
MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-726 7529 #1830 Online

CURRICULUM PLANNING
Developmentally Appropriate Practice
MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-724 7530 #1828 Online

Resources that Guide Daily Planning
MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-723 7531 #1827 Online

Taking Learning Outside
MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-727 7532 #1831 Online

COMMUNITY CONNECTIONS
Cultural Competencies and Awareness
MSDE Core of Knowledge: Com 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-732 7540 #1835 Online

Family & Community Partnerships
MSDE Core of Knowledge: Com 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-733 7541 #1836 Online

SPECIAL NEEDS
Including All Children and the ADA
*Required Course*
MSDE Core of Knowledge: SN 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-722 7535 #1826 Online

Supporting Children With Disabilities
MSDE Core of Knowledge: SN 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-720 7536 #1824 Online

PROFESSIONALISM
Introduction to Environmental Rating Scales
MSDE Core of Knowledge: Pro 3 hrs, Aligns with MD EXCELS Program Accreditation standard-quality rating levels 3-5. .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-721 7537 #1825 Online

The Child Care Provider as a Professional
MSDE Core of Knowledge: Pro 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-731 7538 #1834 Online

Conflict Resolution Strategies
MSDE Core of Knowledge: Pro 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-730 7539 #1833 Online

HEALTH, SAFETY & NUTRITION
Nutrition and Active Living
MSDE Core of Knowledge: HSN 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-719 7533 #1823 Online

Playground Safety
MSDE Core of Knowledge: HSN 3 hrs, .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-729 7534 #1832 Online

Supporting Breastfeeding in Child Care
*Required Course.*
MSDE Core of Knowledge: 3 hrs. HSN. .3 CEUs. $40 (fee based, no waivers)
- Sep 9-Dec 13
  ZB-740 7543 #1838 Online
Family Child Care Pre-Service
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: four clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. You must successfully complete all course requirements to receive a certificate. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 2.4 CEUs. $235 (includes $90 in fees*)

Sep 9-Dec 13
ZB-696 7526 #1804 Online
(You may begin this class anytime from Sep 9 until Dec 6. This is an online course that you complete at your own pace, with instructor guidance, and takes approximately 24 hours to complete, although completion times may vary. Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet, and email to take this course.)

Communication Skills for Child Care Professionals
This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 9 CEUs. $95 (includes $65 in fees*)

Nov 4-Nov 18
ZB-654 7525 #1799 Online
(Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course.)

Social-Emotional Learning
Pyramid Model for Social and Emotional Competence—Preschool (formerly SEFEL) ★NEW!★
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 SEFEL (Social and Emotional Foundations for Early Learning), 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. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 1.8 CEUs. $199 ($90 fees)

Nov 1-29
ZB-102 7548 #5448 Online
(Online course takes about 18 hours to complete. Your time may vary. Online course has no classroom meetings. After you have registered, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet, and email to take this class.)

Pyramid Model for Social and Emotional Competence—Infants and Toddlers (formerly SEFEL) ★NEW!★
Infants and toddlers communicate and relate in many ways that are not verbal. Crying, tantrums, biting, and hitting can be a challenge to accomplishing your teaching and caregiving goals. Using the Pyramid Model of SEFEL Social and Emotional Foundations for Early Learning, gain strategies for understanding and addressing social-emotional behavior in children under three, and practice positive ways to support infants and toddlers toward social competence and success. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 1.8 CEUs. $240 (includes $70 in fees)

Sat. Sep 28, Oct 5, Oct 12 9am-3:30pm
ZB-105 7547 #5449 Online
(You may begin this class anytime from Sep 9 until Dec 6; online course takes about two hours to complete, although completion times vary. Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet, and email to take this class.)

Child Health & Wellness
Sudden Infant Death Syndrome (SIDS)
Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age. No refunds or transfers on or after the class start date. .2 CEUs. $40 (fee based, no waivers)

Sep 9-Dec 13
ZB-661 7542 #1801 Online
(You may begin this class anytime from Sep 9 until Dec 6; online course takes about two hours to complete, although completion times vary. Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet, and email to take this class.)

MONEY FOR TRAINING
HCC accepts MSDE-Office of Child Care training vouchers for Child Care classes!
Save money by using your annual training money to cover the cost of child care classes. Available to those who participate in the Maryland Child Care Credential.

Need help getting started?
Email: cccredential@xerox.com or
call: Child Care Central 866-243-8796
Basic Health & Safety Training
Gain a foundation of information about critical health and safety topics and practice skills designed to meet the proposed 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. MSDE Core of Knowledge: 5 hrs. Health, Safety & Nutrition .5 CEUs. $64 (includes $40 in fees*)

- Sep 9-Dec 13
  ZB-742 7544 #1839
  Online
  (You may begin this class anytime from Sep 9 until Dec 6; online course takes about five hours to complete although completion times vary. Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet and email to take this course.)

Emergency Preparedness Training for Child Care Providers
This course provides six clock-hours of MSDE-approved training in emergency and disaster preparedness for child care. Become better prepared to keep children safe and secure in the event of emergency or disaster situations. Develop a written emergency plan for your child care setting and plan for the unique needs of children during emergency situations. Bring your MSDE child care facility license number and two evacuation locations with address and phone number for your personal plan. Family providers should also bring telephone numbers of a neighbor and a substitute. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. .6 CEUs. $15 (fee based, no waivers)

- Sat 9am-3:30pm, Sep 28
  ZB-655 7473 #5123
  Hickory Ridge
  (This section is funded by Project Security Blanket. Bring a bag lunch.)

Medication Administration
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. MDSE medication administration handbook provided in class. Core of Knowledge: six clock hrs. Health, Safety & Nutrition. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. .6 CEUs. $99 (includes $55 in fees*)

- Sat 9am-3:30pm, Oct 5
  ZB-737 7509 #1837
  Hickory Ridge

Looking for a Textbook?
Textbooks and required materials for child care certification classes are available at the college bookstore: howardcc.bncollege.com. For a list of textbooks, email childcareclasses@howardcc.edu for an instant, automatic reply, or visit howardcc.edu/childcareclasses.

Professional Development
Online Courses for Teachers
- Teaching Students with Autism: Strategies for Success
- Teaching Students with ADHD

Classes start Sep 11, Oct 16, Nov 13 & Dec 11. Visit ed2go.com/howardcc or call 443-518-4680 for information. (Ed2go classes are not eligible for MSDE continued training credit hours.)

TAKING AN ONLINE CLASS?
Email childcareclasses@howardcc.edu to receive an automatic reply with special login instructions for continuing education students as soon as you have registered for your online class.

TRADE OCCUPATIONS, CERTIFICATIONS & LICENSES

Master Watershed Steward Certification
*NEW*
Master Watershed Steward Certification prepares volunteers to help protect, restore, and aid in the conservation of local watersheds within their own communities. This course will teach the skills needed to assess residential stormwater issues such as: understanding soil profiles, GIS land application, and other citizen science based tools required to apply best management practices to help treat stormwater related conditions. In becoming certified, you will be a part of a network of local professionals and volunteers who work to reduce stormwater pollution. This course is offered in partnership with University of Maryland Extension and the classes will be held at University of MD Extension, 3300 N. Ridge Road, Suite 240, Ellicott City, MD. Additional field trips will be announced at the first class. 3.9 CEUs. $430 (includes $390 in fees*)

- Tue 6:30pm-8:30pm, Sep 3-Dec 10 and Sat 9am-12pm, Sep 21; Sat 9am-1pm, Oct 19; Sat 9am-11am, Nov 2
  ZB-205 7739 #5433
  On Company Site
Home Inspection

Home Inspection Pre-License Course
Prepare for the Maryland State Home Inspection License. Topics include structural systems; exterior and interior systems; roofing, plumbing, and electrical systems; air conditioning, insulation, and ventilation systems; fireplace heating and solid-burning systems; professional standards for home inspectors; Maryland Minimum Standards of Practice and Maryland Code of Ethics; and inspection report writing. One hundred percent attendance is required to pass the class. Standard refund policy does not apply. Refunds issued up until seven days before course start date. Please call 443-518-4772 for classroom location, one week prior to the start of course. This course is offered in partnership with CCBC and will be held at its Catonsville campus. Maps and directions are online at ccbcmd.edu. Standard refund policy does not apply. Refunds issued up until seven days before course start date. Please call 443-518-4772 for classroom location, one week prior to the start of course. 1.5 CEUs. $229 (includes $154 in fees*)

Home Inspection: Continuing Professional Education Part 1
This course is designed to enable the home inspector to maintain licensing by the State of Maryland by completing half of the mandatory continuing education requirements. Topics include: how to inspect and report on the soundness of a housing structure, roofing, plumbing, HVAC, electrical, and insulation. This course is offered in partnership with CCBC and will be held at its Catonsville campus. One hundred percent attendance is required to pass the class. Maps and directions are online at ccbcmd.edu. Standard refund policy does not apply. Refunds issued up until seven days before course start date. Please call 443-518-4772 for classroom location, one week prior to the start of course. 1.5 CEUs. $229 (includes $154 in fees*)

Trade Occupations & Licenses

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) Apprenticeship Program

If you are interested in becoming an HVACR professional or are currently employed by a licensed HVACR company, you can now train to become a licensed journeyman through our partnership with the Heating and Air Conditioning Contractors of Maryland (HACC of MD), who has trained hundreds of HVACR technicians to work in the industry since 1996.

The program takes four years to complete and includes a classroom portion along with 8,000 hours of on-the-job training. Upon completion of the program, you will be eligible to receive your journeyman license from the State of Maryland without taking the exam.

If you are employed by an HVACR company, your employer may help offset the costs for this program through a sponsorship. If you are currently not employed by an HVACR company, you can register and start the program and you will need to find full-time employment with an HVACR contractor by the start of your second year of classroom training. You may also audit the program through HACC of MD.

Classes are held at Howard Community College two evenings per week, September through May.

To enroll in this program, you must submit an application, which you can find at haccmd.org/apprenticeship.html. Applications are due August 16.

For more information, please contact Stephanie Anderson at sanderson@haccmd.org or 410-431-8889.

In Partnership With

HACC HEATING & AIR CONDITIONING CONTRACTORS OF M.D.
The Right Tools to Build Your Business

In Partnership With

In Partnership With
Home Inspection: Continuing Professional Education Part II

Enhance your knowledge of home inspection services in heating and air conditioning systems, insulation and ventilation, fireplaces and solid burning appliances. This class provides 15 hours of the continuing professional competency educational hours that are required by the Maryland Commission of Home Inspection. This course is offered in partnership with CCBC and will be held at its Catonsville campus. Maps and directions are online at ccbcmd.edu. Refunds issued up until seven days before course start date. Please call 443-518-4772 for course location, one week prior to the start of class. 1.5 CEUs. $229 (includes $154 in fees*)

■ Wed 6:30pm-9:30pm, Oct 23-Nov 20
   ZB-116 7727 #1974 CCBC Catonsville

Solar Energy System Inspector ★ NEW! ★

This continuing education course is for individuals employed as codes inspectors for Authorities Having Jurisdiction (AHJ) or quality assurance personnel in the solar photovoltaic (PV) industry. You will perform solar system inspections by evaluating electrical, storage, and mechanical components. Based on industry job task analysis established by the North American Board of Certified Energy Practitioners. Upon completion of this course, you should be able to:

1. Inspect electrical components including AC interconnection and DC disconnects and compare against approved system plans.
2. Visually and physically inspect ground system, utility grid compliance, conductors and raceways.
3. Verify PV array design and energy storage components comply to applicable codes and safety concerns.
4. Inspect mechanical/structural components for a PV system including roof and ground mount structures.
5. Review documentation for system including permit package.

Participants may obtain the NABCEP Solar System Inspector Certification. Grant scholarship up to $750 available for Maryland residents. Please call 443-518-4972 for grant application. $850 (includes $100 in fees*)

■ Mon,Wed 6pm-9pm, Sep 23-Oct 30
   ZB-122 7728 #1957 Gateway Campus

Real Estate

Real Estate Principles and Practices for Salespersons

This course is approved by the Maryland Real Estate Commission for a real estate salesperson license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. You must attend 60 hours and pass the final course exam with a 75 percent or higher in order to qualify for the state examination. Refunds issued only up until seven days before course start date. Please bring text the first night of class. (T) 6.6 CEUs. $535 (includes $435 in fees*)

■ Mon,Wed 6:30pm-9:45pm, Sep 23-Dec 9
   ZB-501 7734 #1962 Gateway Campus

Real Estate Appraisal Practices & Analysis Part I

Explore residential markets and analysis, highest and best use, site valuation and the cost approach. Calculator is required; attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures. Course will be held at CCBC, Hunt Valley Center, 1101 McCormick Rd., Baltimore, MD 21031. 3.6 CEUs. $439 (includes $320 in fees*)

■ Tue,Thu 6pm-10pm, Nov 12-Dec 10
   ZB-133 7731 #1960 CCBC Hunt Valley

Real Estate Appraisal Practices & Analysis Part II

Focus on the sales comparison and income capitalization approaches as they apply to residential properties and residential appraisal report writing. A Hewlett-Packard 12C financial calculator is required attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures and Real Estate: Appraisal Practices & Analysis Part I. Course will be held at CCBC, Hunt Valley Center, 1101 McCormick Rd., Baltimore, MD 21031. 5.4 CEUs. $509 (includes $360 in fees*)

■ Tue,Thu 6pm-10pm, Dec 12-Feb 4
   ZB-134 7732 #1975 CCBC Hunt Valley

Makeup Artist

Professional Makeup for Beginners

Thinking about becoming a professional makeup artist? Bring your own makeup kit with clean brushes and learn what’s needed to get started. The first class will explain the supplies needed, why and how to use them. The second class will be all about applications. You will apply full face makeup as you learn the professional techniques that will separate you from the novice makeup artist. Instructor Andi Bradshaw has over 30 years of experience in the cosmetology industry. .9 CEUs. $99 (includes $50 in fees*)

■ Sat 9:30am-1:30pm, Sep 7-Sep 14
   XB-199 J1628 #5430 Laurel College Center

Advanced Professional Makeup

This is a continuation course of Professional Makeup for Beginners. Topics will include covering blemishes and tattoos, camouflaging birthmarks and pimples, practicing four types of primers, and using highlighters to enhance, and contourers to minimize. Learn to apply makeup based on the shape of a face, eyes, brows and lips. Have the opportunity to apply full face makeup including strip lashes and professional finishing touches. Bring a photo of a look you like along with your makeup kit and a lunch. Prerequisite: Professional Makeup for Beginners. Instructor: Andi Bradshaw. .9 CEUs. $99 (includes $50 in fees*)

■ Sat 9:30am-1:30pm, Oct 5-Oct 12
   XB-135 J1629 #5431 Laurel College Center

COURSE NOTES
* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Real Estate Appraisals Principles and Procedures
Prepare to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts, legal considerations, factors affecting property values and more. Calculator is required; attendance is mandatory. A final examination will be given. Course will be held at CCBC, Hunt Valley Center, 11101 McCormick Rd., Baltimore, MD 21031. 7.2 CEUs. $739 (includes $530 in fees*)
- Tue, Thu 5:45pm-10pm, Sep 3-Nov 7
- ZB-131 7729 #1958 CCBC Hunt Valley

Real Estate Investing
Explore investing opportunities in the real estate market. You will develop personal investing goals and strategies. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
- Sep 11-Oct 18
- X0-343 4052 #5053 Online
- Oct 16-Nov 22
- X0-343 4053 #5054 Online
- Nov 13-Dec 20
- X0-343 4054 #5055 Online
- Dec 11-Jan 17
- X0-343 4055 #5056 Online

Trade Occupations & Licenses

Real Estate Appraisal Standards & Ethics
Review laws, licensing and certification requirements with primary emphasis on the Uniform Standards of Professional Practice (USPAP). Attendance is mandatory. Prerequisite: Real Estate: Appraisal Principles & Procedures. Course will be held at CCBC, Hunt Valley Center, 11101 McCormick Rd., Baltimore, MD 21031. 1.8 CEUs. $289 (includes $210 in fees*)
- Fri, Sat 8:30am-5pm, Nov 8-Nov 9
- ZB-132 7730 #1959 CCBC Hunt Valley

Tickets available at the Horowitz Center Box Office | 443-518-1500
howardcc.edu/steinwayevening
COMPUTERS & INFORMATION TECHNOLOGY

Course offerings in computers and IT reflect the fast-paced changes in the world of technology and a diversity of workforce training needs. We offer basic computer courses, advanced courses, and certification prep on topics including project management, networking, and cybersecurity.

Computer Basics

Overview of the Personal Computer
Are you looking to improve your employment marketability? Are you a novice personal computer user or in need of a refresher in its use and capabilities? If so, then this course is for you! Major emphasis will be on the computer as a system, software applications, operating systems, basic Windows concepts, word processing basics, and keyboard functions. $109 (includes $90 in fees*)

- Sat 9am-4pm, Nov 9
  - XA-743 6084
  - #1847

Managing Your Files and Folders
Do you have trouble finding files on your PC? Are all of your files located in one folder, the “My Documents” folder? Create and organize folders for specific projects and practice moving and copying files from one folder to another. Discover file manipulation techniques such as renaming, deleting, and restoring deleted files. Helpful hints will be included such as creating icons on your desktop to allow quick access to your favorite applications. .3 CEUs. $80 (includes $70 in fees*)

- Fri 9am-12pm, Sep 20
  - XA-773 8131
  - #5133

Introduction to Keyboarding
Keyboarding (computer typing) is needed to facilitate word processing skills. Finger placement, basic computer parts, typing speed, and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Textbook with software is available at the HCC and PGCC bookstores. (T) $144 (includes $100 in fees*)

- Tue 6:30pm-9:30pm, Sep 17-Oct 22
  - XA-355 J1600
  - #4945

Working With Windows
Microsoft Windows 10 is a powerful operating system and has many enhancements over previous versions. Explore Windows using the helpful features and see how you can increase your productivity. .6 CEUs. $125 (includes $85 in fees*)

- Thu 9am-4pm, Sep 5
  - XA-703 8122
  - #5124
- Mon 9am-4pm, Oct 7
  - XA-703 8123
  - #5125
- Wed 9am-4pm, Nov 6
  - XA-703 8124
  - #5126

Ready to Work Series
The following courses are recommended if you are entering the workforce for the first time, returning after a long absence or starting a new career. Get a thorough introduction to Microsoft Office Applications used in most businesses. This career-oriented series consists of the following classes:

- Working with Windows (XA-703)
- Microsoft® Word in a Day (XA-782)
- Microsoft® Excel in a Day (XA-784)
- PowerPoint Presentations (XA-786)
- Email Basics and Outlook (XA-443)

3.0 CEUs. $600 (includes $400 in fees*)

- Mon-Fri, Sep 9-Dec 31
  - XA-739 8106
  - #5110 Gateway Campus
  - Please call 443-518-4680 to confirm your schedule.

Understanding the Cloud
Learn about the cloud and how it works. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Sep 11-Oct 18
  - XO-349 4008
  - #5008
- Oct 16-Nov 22
  - XO-349 4009
  - #5009
- Nov 13-Dec 20
  - XO-349 4010
  - #5010
- Dec 11-Jan 17
  - XO-349 4011
  - #5011

Email Basics and Outlook
Learn how to send and receive email including how to handle attachments. Work with the address book, calendar, inbox and more. Prerequisite: Working with Windows or equivalent experience. .6 CEUs. $135 (includes $80 in fees*)

- Wed 9am-4pm, Oct 30
  - XA-443 8141
  - #5142

Microsoft® Outlook Level 2
Get organized. Learn to use the advanced features of Outlook for better communication and increased productivity. Customize Outlook menus, toolbars, and messages; coordinate electronic scheduling; save and archive mail; and share contact and task information and other Outlook data. .6 CEUs. $135 (includes $80 in fees*)

- Wed 9am-4pm, Nov 13
  - XA-734 8142
  - #5143

Excel and Access Users: Want to do more with your data analysis?
Check out Introduction to Tableau. See page 20.
Office Applications

Introduction to Microsoft® Word 2019 ★ NEW! ★
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Word 2019. Topics include the Microsoft Word 2019 interface, adding, editing and modifying of text in documents; using the default page settings, page breaks, and cover pages. 1.8 CEUs. $270 (includes $135 in fees*)

- Tue, Thu 6:30pm-9:30pm, Oct 8-Oct 24
  XA-606 M1811 #5403 Laurel College Center

Microsoft® Word in a Day
Learn to create, edit, modify, and format documents; create tables and lists; and incorporate graphics. Prerequisite: Microsoft Windows. Six hrs. .6 CEUs. $130 (includes $80 in fees*)

- Wed 9am-4pm, Sep 18
  XA-782 8125 #5127 Gateway Campus Lab E

- Thu 9am-4pm, Nov 14
  XA-782 8127 #5129 Gateway Campus Lab E

Microsoft® Word Level 2 in a Day
In just a day, work with advanced tables, add graphics, and manipulate text and styles to enhance the design and layout of any project. Mail merge is not covered in this class. Prerequisite: Microsoft Word in a Day. 6 hrs. .6 CEUs. $130 (includes $80 in fees*)

- Thu 9am-4pm, Nov 21
  XA-783 8129 #5131 Gateway Campus Lab C

Microsoft® Word Level 3
Learn advanced techniques for working with Word such as mail merge, creating forms, and writing simple macros. Use features associated with long documents such as table of contents, index, captions, table of figures, and cross references. Prerequisite: Microsoft Word Level 2. 6 hrs. .6 CEUs. $130 (includes $80 in fees*)

- Thu 9am-4pm, Dec 5
  XA-616 8130 #5132 Gateway Campus Lab C

Microsoft® Excel in a Day
Learn to create, edit, and modify spreadsheets. Basic formulas and functions will be introduced. Prerequisite: Microsoft Windows. 6 hrs. .6 CEUs. $130 (includes $80 in fees*)

- Fri 9am-4pm, Sep 27
  XA-784 8132 #5134 Gateway Campus Lab C

- Thu 9am-4pm, Oct 17
  XA-784 8133 #5135 Gateway Campus Lab C

- Mon 9am-4pm, Dec 16
  XA-784 8176 #5653 Gateway Campus Lab A

Introduction to Microsoft® Excel 2019 ★ NEW! ★
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2019. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros. 1.8 CEUs. $270 (includes $135 in fees*)

- Tue, Thu 6:30pm-9:30pm, Nov 5-Nov 21
  XA-607 M1810 #5404 Laurel College Center

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals
A Training Program Designed in Collaboration with the Howard Tech Council and the Howard County Economic Development Authority
If you are currently working in the health care field or in the information technology field seeking a career in health information technology (IT) and have limited or no knowledge of health IT, then you don’t want to miss this new opportunity to join a growing career path!

The U.S. Department of Labor expects over 2.3 million new health care jobs and over 546,000 new technology jobs by 2026. With the health IT fundamentals training, you can be prepared for new opportunities in health IT. Individuals working in the health IT field help support the use of technology in the health care setting. Specific responsibilities vary by position and may include installing and maintaining electronic health record systems, working as part of an internal IT team, performing data analytics, developing new health IT innovations, or providing technical support to employees throughout a health care facility.

This hybrid course will provide a comprehensive overview of the key concepts and fundamentals of health IT. It is expected that you have either an understanding of health care operations and standard practices, or experience in the information technology field and hold either an associate or bachelor’s degree in a technology or health discipline. Topics will cover key health IT concepts, how technology innovation is driving change, what skill-sets are in high demand, problem solving in a health care setting, and preparation for attaining a health IT certification. The class will also include hands-on practice using key health technology including electronic health record systems, information security solutions and data analytics products. You will be provided with a foundation in health IT that includes health care IT operations, health IT risk, data analytics, and health IT innovation. The course will set the stage for career opportunities in health technology including the opportunity to participate in internship and externships.

Prerequisites:
Associate or bachelor’s degree.

★ SCHOLARSHIPS AVAILABLE!★
howardcc.edu/health-it
This hybrid course is a combination of face-to-face and online instruction. Face-to-face classes will be held Mon 6pm-9:15pm, Sep 23-Dec 9 and Sat 9am-12:15pm, Oct 26, Nov 9, and Dec 7. Classes will meet at Howard Community College’s Gateway Campus (Charles L. Ecker Building), 6751 Columbia Gateway Drive, Columbia, Maryland.

If you are interested in this training, you must submit an online application at howardcc.edu/health-IT. Please submit application to the Howard Community College Health IT program no later than August 23, 2019. Eligible candidates will be notified of acceptance by email starting August 26. For more information, please contact Beverly Johnson at bjjohnson@howardcc.edu or call 443-518-4973.

This course is supported by the Maryland EARN program and is provided at a reduced rate for a limited number of students.
Microsoft® Excel Level 2 in a Day
Learn how to use advanced features of Excel including sorting and filtering advanced formulas, and analysis tools including pivot tables and charts. Prerequisite: Microsoft Excel Level 1 in a Day. 6 hrs. .6 CEUs. $130 (includes $80 in fees*)
■ Wed 9am-4pm, Oct 23
  XA-865 8134   #5136 Gateway Campus Lab C
■ Fri 9am-4pm, Nov 15
  XA-865 8135   #5137 Gateway Campus Lab C

Microsoft® Excel Level 3
Learn how to work with multiple worksheets and workbooks; use lookup functions and formula auditing, apply data validation, create macros, data tables, and use What-If analysis. Prerequisite: Microsoft Excel Level 2. 12 hrs. 1.2 CEUs. Tuition: $230 (includes $115 in fees*)
■ Mon, Wed 9am-4pm, Dec 2-Dec 4
  XA-877 8136   #5671 Gateway Campus Lab C

PowerPoint Presentations
Create and modify presentation slides that combine text, clip art drawings, tables, charts, and graphs. Learn to run a basic PowerPoint presentation. Prerequisites: Microsoft Windows experience and basic knowledge of Microsoft Word. .6 CEUs. $130 (includes $80 in fees*)
■ Wed 9am-4pm, Oct 2
  XA-786 8138   #5139 Gateway Campus Lab C
■ Fri 9am-4pm, Nov 1
  XA-786 8139   #5140 Gateway Campus Lab C

PowerPoint Presentations Level 2
Learn to build your own design template, create slides with special effects, apply audio and video files, and include hyperlinks on slides. Prerequisite: Introduction to PowerPoint or equivalent. Six hrs. .6 CEUs. $130 (includes $80 in fees*)
■ Fri 9am-4pm, Dec 6
  XA-787 8140   #5141 Gateway Campus Lab C

Databases
Microsoft® Access Level 1
Learn the fundamentals of database processing. Learn to create a database structure using Access and to edit and use the tools for data retrieval such as queries, forms, reports, and labels. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. $215 (includes $120 in fees*)
■ Tue, Thu 9am-4pm, Oct 1-Oct 3
  XA-874 8143   #5144 Gateway Campus Lab C

Microsoft® Access Level 2
Learn intermediate Access skills including how to enhance your database designs by using the principles of table relationships and lookup fields, integrate data with other applications, modify a table design to control data entry, find data with filters and queries, customize forms and reports, and create data access pages. Prerequisite: Microsoft Access Level 1. 1.2 CEUs. $215 (includes $120 in fees*)
■ Tue, Thu 9am-4pm, Oct 22-Oct 24
  XA-875 8144   #5145 Gateway Campus Lab C

Mastering Access Macros
Learn about various types of macros and how to best use them including a review of macros learned in the advanced access class. Learn to create automated programs. Global macros, embedded macros, data entry macros and automated macros will be covered. Prerequisite: Access Level 2. .6 CEUs. $195 (includes $140 in fees*)
■ Thu 9am-4pm, Nov 7
  XA-879 8145   #5146 Gateway Campus Lab C

Linking Access with SQL
Learn how to link your Access database with the SQL Server for data sharing. Create a data file, link and manipulate the data in the Access application. You should have a working knowledge of Access and/or SQL. Prerequisite SQL Essentials, and /or Access Level 2. $99** (fee based, no waivers)
■ Thu 9am-12pm, Nov 21
  XE-428 8148   #5149 Gateway Campus Lab E

Introduction to Tableau
This course is designed for the beginner Tableau user. It will help you understand and use the basic techniques for creating stylish visualizations and combining them in interactive dashboards that explain complexity with clarity. You will also learn effective data storytelling to transform how your business uses ideas and makes decisions. This class will explore all the new features in Tableau 10 and start to redefine what business analytics means to your organization. Prerequisite: Microsoft Excel. 1.2 CEUs. $495 (includes $355 in fees*)
■ Wed, Fri 9am-4pm, Oct 16-Oct 18
  XA-422 8164   #5165 Gateway Campus Lab A

SQL Basics
This SQL Basics course teaches this powerful database language in easy to understand instruction. You will be able to create unique tables as well as perform selects, inserts, updates, deletes, and drops on your tables. The basics of each SQL command will be covered in this introductory tutorial. This course is designed for all levels of users who need to learn SQL. Windows basic skills are required. 1.2 CEUs. $295 (includes $125 in fees*)
■ Tue, Thu 9am-4pm, Nov 12-Nov 14
  XA-803 8146   #5147 Gateway Campus Lab C
SQL Essentials
Taking SQL skills to the next level, you will learn how to perform calculations and group data. You will also learn the importance of views and how to create them. Linking to various external programs is also covered in this course. This course is designed for you if you have a basic knowledge of creating SQL Statements. SQL Basics or working knowledge of SQL is required for this course. .6 CEUs. $175 (includes $90 in fees*)

■ Tue 9am-4pm, Nov 19
  XA-807 8147  #5148  Gateway Campus Lab C

Introduction to SQL
Explore this universal database programming language and how it is used to sort and retrieve data. Explore data manipulation techniques, use aggregate functions, and gather statistics. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*)

■ Sep 11-Oct 18
  XO-211 4000  #5000  Online
■ Oct 16-Nov 22
  XO-211 4001  #5001  Online
■ Nov 13-Dec 20
  XO-211 4002  #5002  Online
■ Dec 11-Jan 17
  XO-211 4003  #5003  Online

Oracle Database SQL
In this course, you will learn the fundamentals of SQL using Oracle Database Technology. The course provides knowledge and skills in manipulating, restricting, and sorting data; using single, group and conversion functions; using set operators; using subqueries; controlling user access; managing schema objects; and many more. This course will prepare you for the Oracle Database SQL 1Z0-071 exam to earn Oracle Database SQL Certified Associate certification, which is the first step to other Oracle certification. 2.4 CEUs. $336 (includes $140 in fees*)

■ Mon 6:30pm-9:30pm, Sep 9-Oct 28
  XA-410 M1806  #5298  Laurel College Center

Introduction to Oracle
Learn to use the Oracle database management system to organize and manage data. You will create an Oracle Database and gain a basic understanding of SQL and Oracle’s SQL*Plus. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*)

■ Sep 11-Oct 18
  XO-209 4004  #5004  Online
■ Oct 16-Nov 22
  XO-209 4005  #5005  Online
■ Nov 13-Dec 20
  XO-209 4006  #5006  Online
■ Dec 11-Jan 17
  XO-209 4007  #5007  Online

Oracle Database 11G: Administration I
This course provides knowledge and skills on how to set up database environments and secure oracle instances in any network environment, understanding database backup and recovery, Oracle Database Architecture, as well as configuration of security instances. This course will prepare you for the Oracle Database 11G: Administration I 1Z0-052 exam. This is the final class needed to become an Oracle Certified Associate (OCA). 1.8 CEUs. $270 (includes $135 in fees*)

■ Mon 6:30pm-9:30pm, Nov 4-Dec 9
  XA-412 M1807  #5299  Laurel College Center

Accounting & Finance
QuickBooks for Small Business Accounting
Learn the basics of QuickBooks, an accounting program designed for business use. Topics include accounts receivable and payable, job cost, budgets, reconciliations, financial statement preparation, year-end closing, and adjusting entries. Prerequisite: Microsoft Windows experience. 1.2 CEUs. $395 (includes $225 in fees*)

■ Tue,Thu 8:30am-4:30pm, Oct 8-Oct 10
  XA-431 8103  #5108  Gateway Campus Lab C

Accounting Fundamentals
Increase your financial awareness and accountability while gaining a marketable skill. Accounts receivable, accounts payable, payroll procedures, and sales taxes will be discussed. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

■ Sep 11-Oct 18
  XO-218 4975  #4984  Online
■ Oct 16-Nov 22
  XO-218 4976  #4985  Online
■ Nov 13-Dec 20
  XO-218 4977  #4986  Online
■ Dec 11-Jan 17
  XO-218 4978  #4987  Online

Computers & Information Technology
More Online Database Courses
• Introduction to Database Development
• Introduction to Crystal Reports
Classes start Sep 11, Oct 16, Nov 13 & Dec 11.
Visit ed2go.com/howardcc or call 443-518-4680 for information.
Accounting Fundamentals II
This course builds on the topics covered in the Accounting Fundamentals course. You will describe special journals, plant assets, depreciation, dividends, and retained earnings. Explore a variety of financial reports. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- **Sep 11-Oct 18**
  - X0-358 4024  #5024  Online
- **Oct 16-Nov 22**
  - X0-358 4025  #5025  Online
- **Nov 13-Dec 20**
  - X0-358 4026  #5026  Online
- **Dec 11-Jan 17**
  - X0-358 4027  #5027  Online

Premiere Pro
This course will help you understand and work with basic to advanced concepts and features of Adobe Premiere. You will run through a typical series of steps for creating, editing and fine-tuning a series of video pieces. Prerequisite: Basic computer experience and some video or Photoshop experience. 1.8 CEUs. $295 (includes $195 in fees*)

- **Sat 9am-4pm, Oct 19-Nov 2**
  - XA-403 8157  #5159  Gateway Campus Lab E

InDesign Level 1
Learn how to use Adobe InDesign to design professional-looking documents and print layouts. With this basic overview of the application, you can start creating documents right away. Learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. Prerequisites: Working With Windows and Microsoft Word or equivalent. 1.2 CEUs. $235 (includes $150 in fees*)

- **Mon, Wed 9am-4pm, Sep 23-Sep 25**
  - XA-919 8107  #5111  Gateway Campus Lab E

InDesign Level 2
This course builds on the concepts and skills taught in InDesign Level 1. Create professional-looking layouts more efficiently. Learn how to set up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Prerequisite: InDesign Level 1. 1.2 CEUs. $235 (includes $150 in fees*)

- **Mon, Tue 9am-4pm, Oct 28-Oct 29**
  - XA-920 8108  #5112  Gateway Campus Lab E

Introduction to Adobe® Illustrator
Create eye-catching artwork for print, presentations and the web using this graphic design tool. The course covers drawing and editing, straight and curved lines, editing path segments and anchor points, creating artwork using painting and drawing tools, autotracing, and adding type and color to artwork. Prerequisite: Microsoft Windows experience. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- **Sat 9am-4pm, Sep 21-Sep 28**
  - XA-487 8109  #5103  Gateway Campus Lab E

Introduction to Adobe® Photoshop
In this course, you will explore the Photoshop interface and use several tools for duplicating, cropping and resizing images. You can enhance your photos using layer effects and filters to create special effects. Learn to use tools for blending and shading effects as well as adjusting contrast and color. Prerequisite: Microsoft Windows experience. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- **Thu 6:30pm-9:30pm, Sep 19-Oct 10**
  - XA-489 8111  #5114  Gateway Campus Lab E

Photoshop Level 2
Learn advanced Photoshop features for print production. Prerequisite: Introduction to Photoshop. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- **Thu 6:30pm-9:30pm, Oct 24-Nov 14**
  - XA-629 8113  #5115  Gateway Campus Lab E

Project Management
Microsoft® Project

S Scholarship Eligible — See inside back cover.

Project management helps organizations control and conserve resources. Using Project, learn to use tools that will help you create projects, organize schedules, assign tasks and resources, and produce reports. Prerequisite: Windows experience. 18 hours. 1.8 CEUs. $595 (includes $340 in fees*)

- **Mon, Tue, Wed 9am-4pm, Sep 16-Sep 18**
  - XA-475 8119  #5121  Gateway Campus Lab A
- **Tue, Thu 6:30pm-9:30pm, Nov 12-Dec 5**
  - (No class on Nov 26 & 28)
  - XA-475 8120  #5122  Gateway Campus Lab A

Desktop, Photo Editing & Graphic Design
Adobe® Acrobat
Learn how to use Adobe Acrobat to create and convert document types to PDF files, edit, arrange, and extract pages, create and modify bookmarks, apply document security, initiate and manage a review, and apply digital signatures. Prerequisites: Microsoft Windows and Microsoft Word experience. Six hours. .6 CEUs. $155 (includes $120 in fees*)

- **Thu 9am-4pm, Sep 19**
  - XA-896 8153  #5155  Gateway Campus Lab C

Adobe® Photoshop
In this course, you will explore the Photoshop interface using the graphic design tool. The course covers drawing and editing, straight and curved lines, editing path segments and anchor points, creating artwork using painting and drawing tools, autotracing, and adding type and color to artwork. Prerequisite: Microsoft Windows experience. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- **Thu 6:30pm-9:30pm, Sep 19-Oct 10**
  - XA-489 8111  #5114  Gateway Campus Lab E

Photoshop Level 2
Learn advanced Photoshop features for print production. Prerequisite: Introduction to Photoshop. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- **Thu 6:30pm-9:30pm, Oct 24-Nov 14**
  - XA-629 8113  #5115  Gateway Campus Lab E
Digital Photography Basics
This introductory class is for those new to digital photography. Learn about all the buttons and controls on your camera, and how to take good shots in modes other than auto. If you are using a point-and-shoot camera, you’ll learn tricks to do cool things. Learn about taking portraits, landscapes, night portraits, macros, and sports/action shots as well as using aperture priority, shutter priority, and program exposure modes. In addition, find out more about white balance, exposure and flash compensation, basic metering, and basic composition. You’ll have homework each week and the instructor will critique photos in each class. Bring your camera, a flash drive or memory card reader, the cable to attach camera to computer, and the user manual if you have these. This course is a prerequisite for Level 2. $200** (fee based, no waivers)

Introduction to Lightroom
Use Adobe Photoshop Lightroom to prepare and edit your photos. Learn to organize your images and create custom slideshows. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

Mobile Technology & Web Development

Creating Mobile Apps With HTML5
Design mobile apps using the latest HTML5 standards. Discover ways to optimize performance and use different web services. Create apps that will run on the iPhone, iPad, Android, Blackberry, and Windows phone. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
Creating Web Pages
Learn the basics of creating a website using HTML language. You will explore formatting techniques, backgrounds, graphics, and tables. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
- Sep 11-Oct 18
  X0-114 4036 #5036 Online
- Oct 16-Nov 22
  X0-114 4037 #5037 Online
- Nov 13-Dec 20
  X0-114 4038 #5038 Online
- Dec 11-Jan 17
  X0-114 4039 #5039 Online

Creating WordPress® Web Sites
Learn to use this popular software package to create a WordPress site or blog. You will apply images and videos, use design themes, and create top search engine results pages. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
- Sep 11-Oct 18
  X0-495 4068 #5069 Online
- Oct 16-Nov 22
  X0-495 4069 #5070 Online
- Nov 13-Dec 20
  X0-495 4070 #5071 Online
- Dec 11-Jan 17
  X0-495 4071 #5072 Online

Google® Analytics
Learn to use Google Analytics to review your website statistics. Discover ways to increase sales from your website visitors. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $195 (includes $180 in fees*)
- Sep 3-Sep 27
  X0-917 4088 #5088 Online

Introduction to 3-D Printing
In this 3-D printing and modeling course, learn how to create a 3-D design for 3-D printing! Use professional-level, open-source modeling software and learn 3-D printing fundamentals. Prerequisites: Windows and basic computer experience. 1.2 CEUs. $250 (includes $170 in fees*)
- Wed 6:30pm-9:30pm, Oct 2-Oct 23
  XA-810 8155 #5157 Gateway Campus Lab C

Introduction to 3-D Design for 3-D Printing
In this 3-D printing and modeling course, learn how to create a 3-D design for 3-D printing! Use professional-level, open-source modeling software and learn 3-D printing fundamentals. Prerequisites: Windows and basic computer experience. 1.2 CEUs. $250 (includes $170 in fees*)
- Wed 6:30pm-9:30pm, Oct 2-Oct 23
  XA-810 8155 #5157 Gateway Campus Lab C

Introduction to Java Programming ★NEW!★
Learn Java syntax, concentrating on fundamental and universally useful elements. Explore advanced elements and write useful Java classes, applying object-oriented concepts such as inheritance. You will create Java programs that will allow them to work with these classes. 24 hours. 2.4 CEUs. $595 (includes $390 in fees*)
- Tue,Thu 9am-4pm, Dec 3-Dec 12
  XA-399 8162 #5181 Gateway Campus Lab A

Introduction to JavaScript
This course introduces the basics of JavaScript, a very popular programming language. JavaScript lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your webpages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)
- Mon,Wed 5:30pm-8:30pm, Dec 2-Dec 16
  XA-397 8168 #5168 Gateway Campus Lab A

Even More Opportunities Online For You to Build Your Mobile Technology & Web Development Skills!

- Creating Mobile Apps with HTML5

- Choosing a Programming Language
  The computer programming world has become much more complex and varied than it than even a decade ago. There are many more language choices, and more types of programming applications, each requiring different skillsets and different levels of competency. This overview will help you understand the strengths and differences between several major languages in demand today. Three hours. $79 (fee based, no waivers)
  - Wed 9am-12pm, Sep 25
    XA-395 8166 #5167 Gateway Campus Lab A

- Introduction to Java Programming ★NEW!★
  Learn Java syntax, concentrating on fundamental and universally useful elements. Explore advanced elements and write useful Java classes, applying object-oriented concepts such as inheritance. You will create Java programs that will allow them to work with these classes. 24 hours. 2.4 CEUs. $595 (includes $390 in fees*)
  - Tue,Thu 9am-4pm, Dec 3-Dec 12
    XA-399 8162 #5181 Gateway Campus Lab A

- Introduction to JavaScript
  This course introduces the basics of JavaScript, a very popular programming language. JavaScript lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your webpages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)
  - Mon,Wed 5:30pm-8:30pm, Dec 2-Dec 16
    XA-397 8168 #5168 Gateway Campus Lab A

- Introduction to 3-D Printing
  The popularity and awareness of 3-D Printing is growing. This class will introduce you to 3-D printing concepts, tools and basic design principles. Learn how a 3-D printer works, the different types of printers and materials you can use and what you can print with a 3-D printer. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $195 (includes $180 in fees*)
  - Wed 6:30pm-9:30pm, Oct 2-Oct 23
    XA-810 8155 #5157 Gateway Campus Lab C

- Introduction to 3-D Design for 3-D Printing
  In this 3-D printing and modeling course, learn how to create a 3-D design for 3-D printing! Use professional-level, open-source modeling software and learn 3-D printing fundamentals. Prerequisites: Windows and basic computer experience. 1.2 CEUs. $250 (includes $170 in fees*)
  - Wed 6:30pm-9:30pm, Oct 2-Oct 23
    XA-810 8155 #5157 Gateway Campus Lab C

- Choosing a Programming Language
  The computer programming world has become much more complex and varied than it than even a decade ago. There are many more language choices, and more types of programming applications, each requiring different skillsets and different levels of competency. This overview will help you understand the strengths and differences between several major languages in demand today. Three hours. $79 (fee based, no waivers)
  - Wed 9am-12pm, Sep 25
    XA-395 8166 #5167 Gateway Campus Lab A

- Introduction to Java Programming ★NEW!★
  Learn Java syntax, concentrating on fundamental and universally useful elements. Explore advanced elements and write useful Java classes, applying object-oriented concepts such as inheritance. You will create Java programs that will allow them to work with these classes. 24 hours. 2.4 CEUs. $595 (includes $390 in fees*)
  - Tue,Thu 9am-4pm, Dec 3-Dec 12
    XA-399 8162 #5181 Gateway Campus Lab A

- Introduction to JavaScript
  This course introduces the basics of JavaScript, a very popular programming language. JavaScript lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your webpages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)
  - Mon,Wed 5:30pm-8:30pm, Dec 2-Dec 16
    XA-397 8168 #5168 Gateway Campus Lab A
Introduction to Python
Learn the basics of computer programming using the popular and very powerful program, Python. Explore expressions, variables, conditionals, loops, lists, sets, dictionaries, functions, objects and exceptions. Develop, test and debug Python programs. You will enjoy building a game using Python at the end of the course. 18 hours. 1.8 CEUs. $495 (includes $290 in fees*)

Introduction to C Programming
Learn to create, compile, link, and debug C programs. Topics covered include: why C, data types, storage classes, declaring variables, flow control statements, operators, preprocessor statements, functions, arrays, screen input/output (I/O), C software tools, memory models, casting, and writing readable code. This course along with C Level 2 will provide a solid foundation for any type of subsequent C applications programming, such as: business, database, scientific, engineering, graphics, operating system, or real-time process control. Users of C on other operating systems can also benefit from C’s standardization and portability by learning C from these Windows or UNIX based courses. Prerequisite: Some programming experience. 1.8 CEUs. $395 (includes $240 in fees*)

C++ for the Absolute Beginner
Learn the fundamentals of C++ programming. Topics include real-world objects, data, and arrays. Prior programming experience is not required. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680.

Introduction to C++ Programming Level 2
Create, compile, link and debug C++ programs. Topics covered include: single inheritance & multiple inheritance; compile-time polymorphism via overloaded functions and overloaded operators; run-time polymorphism via virtual functions and abstract classes; constructors, destructors, and passing parameters to multiple constructors; data hiding; using classes and objects; and both sequential and random file i/o. Both the Introduction and Level 2 establish a firm working knowledge of the C++ programming language. Prerequisite: Introduction to C++ Programming. 1.8 CEUs. $495 (includes $290 in fees*)

Online Programming Courses
- Introduction to PHP and MySQL
- Java Programming
- Python Programming
- Visual Basic


Networking
Introduction to Networking
Explore the software and hardware components of networking and how they work together. You will perform simple networking tasks and explore CCNA Certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $159 (includes $114 in fees*)

howardcc.edu/ConEd  443-518-1700  Fall 2019  25
Wireless Networking
Discover how wireless networks are created and operate for devices such as computers, cell phones, handhelds, and even digital cameras. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680.
$140 (includes $95 in fees*)
- Sep 11-Oct 18
  X0-351 4987  #4996  Online
- Oct 16-Nov 22
  X0-351 4988  #4997  Online
- Nov 13-Dec 20
  X0-351 4989  #4998  Online
- Dec 11-Jan 17
  X0-351 4990  #4999  Online

IT & Cybersecurity Certifications

Interested in cloud training and AWS certifications?
Call 443-518-4973 for more information or email bjohnson@howardcc.edu.

Introduction to PC Security
Learn about the fundamentals of PC and network security. Explore ways to prevent network attacks, share data safely, and how viruses and worms are created. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
- Sep 11-Oct 18
  X0-399 4983  #4992  Online
- Oct 16-Nov 22
  X0-399 4984  #4993  Online
- Nov 13-Dec 20
  X0-399 4985  #4994  Online
- Dec 11-Jan 17
  X0-399 4986  #4995  Online

CYBERSECURITY COURSES OFFERED IN PARTNERSHIP WITH ANNE ARUNDEL COMMUNITY COLLEGE
Most courses will be held at Anne Arundel Community College’s Center for Cyber and Professional Training (CCPT), located at 7556 Teague Road, Hanover, MD 21076.
Please call 443-518-4973 for more information.

CISSP Exam Prep
Prepare to become a certified information systems security professional by closely examining the Common Body of Knowledge (CBK). Learn the new eight domains essential for the protection of information systems and corporate and national infrastructures. CEUs awarded. Prerequisite: Significant IT security experience and prior certification such as CCNA, CCNP, MCSE or SCNP are recommended. This course will meet at AACC, please call 443-518-4973 for more information. 4.9 CEUs, Tuition: $1,713 (includes $800 in fees*)
- Tue,Thu 6pm-9:45pm, Oct 29-Dec 17
  XA-503 8175  #5783  AACC

CompTIA A+ Exam Prep
CompTIA A+ Certification Prep Prepare for the CompTIA A+ certification exam. Review basic computer hardware, operating systems, PC components, networking, security, laptops and printers. Learn how to install, configure, secure and troubleshoot these items plus customer service and communication skills. Textbook information available at AACC Bookstore. CEUs issued. Digital badge issued. Prerequisite: General knowledge of computer hardware and software. Note: Exam fees included. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. Tuition: $1,320 (includes $600 fees)
- Tue, Thu 6pm-10pm, Sep 3-Oct 31
  XA-499 8170  #5748  AACC

CompTIA Network+ Exam Prep
Prepare for the Network+ Certification Exam. Focus on the six exam objectives including network technologies, network media and topologies, network devices, network management, network tools, and network security. Textbook and certification prep materials available at the AACC Bookstore. CEUs awarded. Prerequisite: Knowledge of operating systems and hardware or CompTIA A+ Certification. Note: Exam fees included. 40 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. Tuition: $1,510 (includes $800 in fees*)
- Mon, Wed 6pm-10pm  Sep 9-Oct 9
  XA-500 8172  #5782  AACC

CompTIA Security+ Exam Prep
Prepare for the CompTIA Security+ Exam including review of network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management, and cryptography. Textbook and certification prep materials are available at the AACC Bookstore. Prerequisite: Knowledge of operating systems and hardware and/or CompTIA A+; basic networking concepts and/or CompTIA Network+. Note: Exam fees included. 40 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs, $1,562 (includes $800 in fees*).
- Mon, Wed 6pm-10pm  Nov 4-Dec 9
  XA-501 8174  #5782  AACC
Basic A+ Certification: Hardware I
This course will focus on hardware components of the personal computer. Topics include microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You will learn to configure and troubleshoot in real-world environments. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-135 4951 #4958
  - **Online**
- **Oct 16-Nov 22**
  - XO-135 4952 #4960
  - **Online**
- **Nov 13-Dec 20**
  - XO-135 4953 #4962
  - **Online**
- **Dec 11-Jan 17**
  - XO-135 4954 #4963
  - **Online**

Intermediate A+ Certification: Operating Systems
Learn about the Windows operating system and discover installation, maintenance, and troubleshooting techniques. You will explore virtualization and how it is used. Finish the course with knowledge about printer installation, configuration, and troubleshooting. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-136 4955 #4964
  - **Online**
- **Oct 16-Nov 22**
  - XO-136 4956 #4965
  - **Online**
- **Nov 13-Dec 20**
  - XO-136 4957 #4966
  - **Online**
- **Dec 11-Jan 17**
  - XO-136 4958 #4967
  - **Online**

Advanced A+ Certification: Hardware/OS II
Learn how to select, install, and maintain video, sound, and portable computers. You will explore networking and security protocols. This completes the three-course series to help you prepare for the CompTIA A+ Certification exam. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-137 4959 #4968
  - **Online**
- **Oct 16-Nov 22**
  - XO-137 4960 #4969
  - **Online**
- **Nov 13-Dec 20**
  - XO-137 4961 #4970
  - **Online**
- **Dec 11-Jan 17**
  - XO-137 4962 #4971
  - **Online**

Network+ Certification Prep
This course prepares you for the CompTIA Network+ certification exam. Learn about topologies, the OSI seven-layer model, protocol suites, network operating systems, hardware, cabling standards, remote connectivity, internet connections, and troubleshooting. Network+ certification can be used as an elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-300 4963 #4972
  - **Online**
- **Oct 16-Nov 22**
  - XO-300 4964 #4973
  - **Online**
- **Nov 13-Dec 20**
  - XO-300 4965 #4974
  - **Online**
- **Dec 11-Jan 17**
  - XO-300 4966 #4975
  - **Online**

Security+ Certification Prep
This course prepares you for CompTIA’s Security+ certification exam. Explore security protocols, policies, risk analysis and risk control methods. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-417 4967 #4976
  - **Online**
- **Oct 16-Nov 22**
  - XO-417 4968 #4977
  - **Online**
- **Nov 13-Dec 20**
  - XO-417 4969 #4978
  - **Online**
- **Dec 11-Jan 17**
  - XO-417 4970 #4979
  - **Online**

Security+ Certification Prep 2
Review key terminology and concepts needed to pass CompTIA’s Security+ certification exam. This course, the second of two courses, will provide you with helpful study tools including crossword puzzles, games, and practice questions. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*).

- **Sep 11-Oct 18**
  - XO-106 4971 #4980
  - **Online**
- **Oct 16-Nov 22**
  - XO-106 4972 #4981
  - **Online**
- **Nov 13-Dec 20**
  - XO-106 4973 #4982
  - **Online**
- **Dec 11-Jan 17**
  - XO-106 4974 #4983
  - **Online**

Interested in Linux courses?
View the latest ed2go catalog at ed2go.com/howardcc.
Help Desk Technology: Part 1
This class is for those who want to work in the Help Desk environment. This is a lecture-only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). .6 CEUs. $110 (includes $90 in fees*)
- Mon,Wed 6:30pm-9:30pm, Sep 23-Sep 25
  XA-413 M1801  #5293 Laurel College Center

Help Desk Technology: Part 2
This is a continuation of Help Desk Technology, Part 1, in which help desk software will be introduced. Prerequisites: A basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No text. .6 CEUs. $110 (includes $90 in fees*)
- Mon,Wed 6:30pm-9:30pm, Oct 7-Oct 9
  XA-414 M1802  #5294 Laurel College Center

Troubleshooting MS-Windows
In this nine-hour course, you will review common error messages within MS-Windows 10 product and practice to resolve them. .9 CEUs. $150 (includes $90 in fees*)
- Mon,Wed 6:30pm-9:30pm, Dec 2-Dec 9
  XA-415 M1803  #5295 Laurel College Center

Troubleshooting MS-Word for Help Desk Technology
In this class, you will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: Working knowledge of Microsoft-Windows and Microsoft-Word. .9 CEUs. $150 (includes $90 in fees*)
- Mon,Wed 6:30pm-9:30pm, Oct 14-Oct 21
  XA-416 M1804  #5296 Laurel College Center

Troubleshooting Excel: Help Desk
In this class, you will be shown typical MS-Excel software error messages and be shown how to resolve them. Prerequisite: Working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. .9 CEUs. $150 (includes $90 in fees*)
- Mon,Thu 6pm-9pm, Sep 9-Oct 25
  XA-418 M1809  #5400 Laurel College Center

IT Fundamentals Certification
This course is designed for individuals pursuing professional development training in information technology and provides instruction on the CompTIA IT Fundamentals Certification Exam. Topics include basic computer concepts, types of computers, hardware and software components, networking, network protocols, information security, maintaining, monitoring and troubleshooting computer systems, and future technologies. 3.0 CEUs. $300 (includes $165 in fees*)
- Mon,Thu 6pm-9pm, Sep 9-Oct 25
  XA-421 M1808  #5300 Laurel College Center

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- email personalenrichment@howardcc.edu
- call 443-518-4404
HEALTH CARE
The demand for a well-trained workforce in the health care industry continues to grow. If you’re looking to start your career, earn a certification, or are looking to transition into another specialization, we can help.

Medical Office Skills

Medical Records and Health Information Technician
Accelerated, Comprehensive Training
Medical Coding & Billing, Electronic Health Records, and Health Information Technology Career Path

Become a vital part of the health care team as a medical biller and coder.

Employment of health information technicians is projected to grow 15 percent by 2024. Every insurance company requires an itemized list of procedures, medicines, and other materials before they pay a claim. Every procedure has a unique code. That’s why medical billing and coding are in such high demand and why you can enjoy a great career in the health care industry. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data to ensure quality, accuracy, accessibility, and security.

Classroom-Based Courses to Complete Entry-Level Preparation for a Job and Certification Eligibility

- **Strong computer technology skills** (keyboarding up to 40 wpm or better and Microsoft Office Applications), **recommended** to succeed in the Medical Insurance Billing A-Z class and for employment. Internet access is also required. Computer courses may be found in an earlier section of this publication or visit howardcc.edu/coned.

- **The curriculum design** of courses in sequence provide comprehensive theoretical and practical instruction to train you in all aspects of medical billing and claims processing as well as skills to research and assign diagnostic and procedural codes to medical records. **Each course must be taken in order to have the skills needed for the next course in the sequence.**

All courses are offered in sequence during fall, winter, and spring except for Anatomy and Pathophysiology for Medical Billers/Coders and Medical Insurance Billing A-Z Plus, which are offered to be taken simultaneously. **Classroom-based courses to be taken in order include:**


2. Anatomy and Pathophysiology for Medical Billers/Coders (83 hours) Sep 28–Nov 13, held on Monday, Wednesday, and four Saturdays.

3. Medical Insurance Billing A-Z Plus (100 hours) held on Oct 15-Jan 21, Tue, Thu, and two Saturdays. **NOTE:** After successful completion of this class, you will be prepared to seek employment as a medical biller while taking the coding courses.

4. Coding courses include up to five separate courses offered in sequence beginning January–June 2020.
   - **Introduction to ICD-10-CM Medical Coding (63 hours),** held on Jan 6–Feb 3, Mon, Wed, and three Saturdays.
   - **Advanced Facility Medical Coding (83 hours),** held on Feb 5–Mar 9, Mon, Wed, and three Saturdays.
   - **Introduction to CPT & HCPCS Medical Coding (63 hours),** held on Mar 11–Apr 20, Mon, Wed, and three Saturdays.
   - **Advanced Physician Medical Coding (83 hours),** held on April 22–May 30, Mon, Wed, and three Saturdays.
   - **Advanced Facility/Outpatient Medical Coding (83 hours),** held on Jun 1–29, Mon, Wed, and four Saturdays.

Cost of courses will include access to current coding and billing resources and access to the online Medicare Learning Network® for Medicare & Medicaid Services guided by instructors. To view course descriptions for the courses listed, please email conedhealthcare@howardcc.edu.

The above series of classroom-based courses, led by instructors with relevant industry experience, will include approximately 613 hours of instruction (approximately 10 months) to prepare you to be successful in the industry as well as the national certification exams given by the American Academy of Professional Coders (AAPC).

**Certification:**

Successful students who complete the Medical Insurance Billing A-Z Plus course are eligible for **stackable credentials by:**

- Taking the national medical billing certification exam given by AAPC to earn the credential, Certified Professional Biller (CPB), The National Medical Administrative Assistant Certification exam, and the Electronic Health Records Certification exam given by the National Healthcareer Association (NHA).

Successful students who complete all courses are eligible for:

- Taking the National Coding Certification exam given by AAPC to earn the credential, Certified Professional Coder (CPC)

- Employment almost anywhere in the medical field, from physician offices to government agencies. (Completing the Medical Insurance Billing A-Z Plus helps students enter the job market immediately.)

**Financial Assistance for Noncredit Classroom-Based Classes:**

For financial assistance possibilities including a payment plan option visit howardcc.edu/coned or call the Workforce Development Office and ask about eligibility for the W.I.O.A. program at 410-290-2620.

**Comprehensive Online Program: Entry-Level Preparation for a Job and Certification Eligibility**

You can also train at home! This self-paced online program allows you to learn according to your schedule. Please see the online program listing on page 31 or visit howardcc.edu/healthcare.

_Not sure if a career in medical billing/coding is right for you? You may enroll in the short online Ed2Go courses to explore if this is the right career for you. See page 30 or visit ed2go.com/howardcc._

howardcc.edu/ConEd  443-518-1700  Fall 2019  29
Medical Terminology

This course provides the basics of medical terminology in preparation for any health care career and is a prerequisite to on-site medical coding and billing classes. It can also help those who want to upgrade skills for a current position, or gain knowledge to succeed in other medical courses. Emphasis is on learning the language of medicine in relation to the body systems rather than rote memorization of terms in the diagnosis and treatment of medical conditions. No prerequisite. Purchase textbook and medical dictionary from the HCC Bookstore prior to first class. (T) 5.5 CEUs. $565 (includes $415 in fees*)

- Mon, Wed 6pm-9:30pm, Aug 24-Sep 23 & Sat 8:30am-4:30pm, Aug 24, Sep 7, Sep 14, & Sep 21
  - XH-126 7270   #1098 Gateway Campus

Anatomy & Pathophysiology for Medical Insurance Billers/Coders

Learn the normal structure and function of the body including pathologic conditions of each system. Topics include: comprehensive anatomy and functional understanding of pathophysiology for application in the medical coding and billing industry and an introduction to radiology, nuclear medicine, pharmacology and psychiatry. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. Prerequisite: Medical Terminology. Purchase textbook (same textbook from Medical Terminology class) from the HCC Bookstore prior to first class. (T) 8.3 CEUs. $724 (includes $592 in fees*)

- Mon, Wed 6pm-9:45pm, Sep 28-Nov 13 and Sat 8:30am-4:30pm, Sep 28, Oct 12 & 26, and Nov 2 & 9
  - XH-187 7272   #4959 Gateway Campus

Medical Coding

You will learn to use the CPT manual and the ICD-9-CM to find medical codes for diseases, treatments, and surgical procedures. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Sep 11-Oct 18
  - X0-190 4028 #5028 Online
- Oct 16-Nov 22
  - X0-190 4029 #5029 Online
- Nov 13-Dec 20
  - X0-190 4030 #5030 Online
- Dec 11-Jan 17
  - X0-190 4031 #5031 Online

Administrative Medical Assistant

Explore a career as an administrative medical assistant. Topics include scheduling patients, billing, and insurance claims. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Sep 11-Oct 18
  - XO-419 4020 #5020 Online
- Oct 16-Nov 22
  - XO-419 4021 #5021 Online
- Nov 13-Dec 20
  - XO-419 4022 #5022 Online
- Dec 11-Jan 17
  - XO-419 4023 #5023 Online

In addition to the courses above, you can enroll in more introductory courses including:

- Certificate in Gerontology
- Explore a Career as a Pharmacy Technician
- Explore a Career in Medical Transcription
- Certificate in Spirituality

For more information, visit ed2go.com/howardcc or call 443-518-4680.
ONLINE Medical Coding & Billing, Transcription, Medical Administrative Assistant with Electronic Health Records (EHR), Medical Billing and NEW Pharmacy Technician

in Partnership with Career Step, one of the nation's leading providers of online health care training

partner.careerstep.com/howardcc

Train at home for an in-demand health care career. According to the U.S. Department of Labor, health care will generate 3.2 million new jobs by 2024. Register and prepare for one of these career opportunities in one year or less! These online, self-paced courses are available 24 hours a day, seven days a week. No prerequisites required.

Free Information Session

Register for this session for an in-depth overview of each program and to get all your questions answered. At this information session, you will receive customized registration documents and instructions and learn about receiving a free laptop, iPad or Kindle with electronic text upon enrollment in a program. This session is free, but you must register to reserve a seat. Please visit howardcc.edu/HealthIT.

- Wed 6:30pm-8:45pm, Aug 14
XE-423 7271 #1654 Gateway Campus

The next information session is scheduled for Wed 6:30pm-8:45pm, Mar 4 for the following start dates for each program:

Mar 16 or 30; Apr 14 or 24; May 11 or 26, Jun 8 or 22.

PAYMENT PLANS

Payment plans are now available through our partnership with Career Step. Register for the “Free Information Session”, howardcc.edu/HealthIT and receive payment plan information and registration instructions.

Upcoming fall and winter start dates for each of the following programs include:

Aug 26, Sep 9 or 23, Oct 7 or 21, Nov 4 or 18,
Dec 2 or 16, Jan 13 or 27

Select the start date that works best for you.

Refund policy does not apply to these courses.

Medical Administrative Assistant with EHR

Approved by the National Healthcareer Association, the Medical Administrative Assistant with EHR program prepares you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. This interactive curriculum also includes over 20 hours of training on the government-certified ezEMRx EHR software. Enrollment includes six months of online access, ebooks, and vouchers for the CMAA AND CHERS exams. $3,319 (includes $3,099 in fees*).

Medical Billing

The Medical Billing program helps you develop the knowledge and skills they need to work in healthcare reimbursement. Learn about the payment process, the changes brought about by the Affordable Care Act, bundled payments, and common billing forms including the 837, UB-04, and CMS-1500. Enrollment includes six months of online access, ebooks, and a voucher to take the Certified Billing and Coding Specialist (CBCS) exam. $3,119 (includes $2,909 in fees*).

Interested in online Pharmacy Technician training?

Plan to attend the August 14 information session.

★NEW!★ Pharmacy Technician (ASHP/ACPE)

This 600-hour Pharmacy Technician (ASHP/ACPE) program prepares individuals for the Pharmacy Technician Certification Board (PTCB) Exam and is accredited by ASHP/ACPE. American Society of Health-Systems Pharmacists/Accreditation Council for Pharmacy Education. Enrollment includes 12 months of online access, 400 hours of training and 200 hours in an externship, ebooks, a laboratory kit, and a voucher to take the national PTCB certification exam. In addition, Walgreens and CVS Pharmacy have partnered with Career Step to provide the required externship to complete the program. $3,119 (includes $2,909 in fees*).

Career Step programs are designed to be completed in four to six months or less of full-time study. However, the online training format allows for a self-space schedule so each program includes six to 12 months of online access for your convenience.

howardcc.edu/ConEd 443-518-1700

Fall 2019 31
Medical Insurance Billing A-Z Plus

This course is pending approval for the Workforce Development Sequence Scholarship. — See inside back cover.

This hands-on course covers valuable skills to compete in the current job market and has been expanded to ensure increased hands-on practice is covered to meet eligibility requirement for multiple credentials. Learn all aspects of medical billing and claims processing from A-Z Plus including HIPAA Compliance along with a basic introduction to diagnostic and procedural coding. You will gain real-world experience with simulated practice as you manually and electronically prepare insurance claims. No previous medical experience necessary. You who successfully complete this course will be eligible to take the National Healthcareer Association Certified Medical Administrative Assistant (CMAA) exam, the Certified Electronic Health Records Specialist (CEHRS) exam, and the AAPC Certified Professional Biller (CPB) exam (cost of exams not included in course tuition). Prerequisites: Medical Terminology, Anatomy and Pathophysiology for Medical Billers/Coders, and strong computer (Windows, Word-processing, Excel) and keyboarding skills and Internet access. Computer courses may be found at earlier pages of this publication. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. Purchase textbook and coding manuals from HCC Bookstore prior to first class. (T) 10.0 CEUs. $895 (includes $770 in fees*)

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Dental Assisting Externship

Workforce Development Sequence Scholarship Eligible — See inside back cover.

This 40-hour externship provides you who are completing the Introduction to Dental Assisting and Radiology course with valuable hands-on experience in a dental practice working under the supervision of a dentist. You will work alongside a dental provider in a local dental office, using concepts and skills acquired during your classroom training, such as universal precautions, infection control measures, effective communication skills, and preparing patients and instruments for dental exams. Working as part of the dental staff team, you will gain first-hand experience in the professional, legal and ethical requirements of the dental office setting. Prerequisite: You must be currently enrolled in the Introduction to Dental Assisting and Radiology class (XH-195 7273 #4853). 4.0 CEUs. $325 (includes $155 in fees*)

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Patient Care

Introduction to Dental Assisting and Radiology

Workforce Development Sequence Scholarship Eligible — See inside back cover.

You’ll have entry-level dental assisting job skills with CPR certification (valid for two years) when you successfully complete this noncredit program, approved by the Maryland State Board of Dental Examiners. Topics include dental terminology and anatomy, concepts of four-handed dentistry, instrumentation, causes and treatment of common dental diseases, CPR certification, and at least 24 hours of dental radiology instruction as required by the Dental Assisting National Board (DANB) for eligibility to sit for the DANB Radiology Health and Safety (RHS) certification exam. A completed Student Health Profile will be required by the third class session. For more detailed information visit: howardcc.edu/healthcare/dentalassistant. Prerequisites: Must be 18 years of age and have a high school diploma/GED; ability to speak and understand standard American English. CPR certification, handouts, materials, dental equipment and practice lab, textbooks, DANB (RHS) exam review and practice test, as well as DANB exam application fee are included in the tuition/fees cost. You must successfully complete all course requirements to receive a certificate. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. This hybrid course is a combination of face-to-face lab practice and online internet instruction in addition to an 8 hour participation in a local dental office shadowing assignment. Computer literacy and internet access required. All Tuesday evening lab practice instruction will be held at the Maryland State Dental Association (MSDA) location, 8901 Hermann Drive, Columbia and one Sat, Oct 26 will be held at the HCC Hickory Ridge Building location on the southwest corner of the HCC main campus. Space is limited—register early before class fills. 10.0 CEUs. $2,496 (includes $1,907 in fees*)

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Local Anesthesia for Maryland Dental Hygienists

Look for the next Local Anesthesia for Maryland Dental Hygienists class in the 2020 Winter/Spring Noncredit Schedule of Classes. In partnership with HCC’s credit Health Sciences Division, this three-day (28 hours) class will be begin mid-January. Visit our website in mid-November to view specific class dates and the registration deadline.
Pharmacy Technician Training Theory and Externship

In less than a year, you can be ready for a new career as a pharmacy technician under the supervision of pharmacists in a retail pharmacy, hospital, clinic, home health care setting, mail order or pharmaceutical wholesalers industry. This course meets Maryland Board of Pharmacy regulations and upon successful completion of this training you will be eligible to apply for registration with the Maryland Board of Pharmacy and to sit for the National Pharmacy Technician Certification Board (PTCB) Exam. Training covers all required skills to become a certified pharmacy technician along with significant elements of professionalism and employer expectations in addition to required off-site pharmacy shadowing and/or practicum assignment prior to the externship placement. Please visit howardcc.edu/coned for more detailed information. An externship performing daily pharmacy technician tasks consisting of 160 hours (no less than 25 hours per week during externship placement) at local area pharmacies is required to complete this class. A completed Student Health Profile is required by the eighth week of class. Cost of a state criminal background check ($65-$70) and drug test (approx. $65) required at least 30 days before externship placement is not included in the tuition/fees of this course. Externship eligibility is in part dependent upon a criminal background check and drug testing. If you have a criminal record, you should check the PTCB to determine eligibility for certification at PTCB.org. The entire course is 300 hours (140 hours theory and 160 hours externship). Prerequisites: At least 18 years old; high school diploma or GED; ability to speak and understand standard American English; basic math skills including the ability to solve simple algebraic equations; good communication and interpersonal skills; basic computer data entry skills and internet access; and must have no criminal record. Cost includes the shadowing and/or practicum assignments and externship placement, Maryland Board of Pharmacy Registration, and the PTCB exam. No refund five days prior to start date. Purchase textbooks before first class. (T) 30.0 CEUs. $2,995 (includes $2,308 in fees*) Register 10 days prior to start date. Purchase textbooks before first class.

Ophthalmic Technician Training

This course provides both the theory and practical skills education required to work as an ophthalmic technician. As an entry-level ophthalmic technician, you will conduct patient histories, assist with eye exams, set up and clean up exam rooms, and provide patient education. This course includes an online component as well as mandatory skills/lab sessions, and 40-hour clinical rotation. In order to register for this class, you must meet with the division coordinator to show proof of: high school diploma/GED (or pass a Math and English assessment test), you must pass a criminal background check, and complete health forms required for patient contact. Please check Jennifer Bukowitz at 443-518-4967 or Kathy Schultz at 443-518-4981 for any questions. Standard Refund Policy. *You must take both Technician Training and Technician Clinical sections to receive a completion certificate. 10.0 CEUs. $1,225 (includes $740 in fees*)

Ophthalmic Technician Clinical

This course is pending approval for the Workforce Development Sequence Scholarship. — See inside back cover.

Clinical Internship for Ophthalmic Technician Training. Spend one week working in an ophthalmic office. 4.0 CEUs. $150 (includes $100 in fees*)

Interested in Physical and Occupational Therapy Aide training?

In partnership with HCC’s credit Health Sciences Division, training will be scheduled for spring 2020. Look for detailed information in the 2020 Winter/Spring Noncredit schedule of classes posted on HCC’s website in November.
Certified Nursing Assistant: Theory and Clinical

Prepare to function as a nursing assistant in a variety of health care settings. This course has been approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Certified Nursing Assistant Theory and Clinical must be successfully completed to receive a certificate. You are eligible to take the State Geriatric Examination. Immunizations, literacy screening and criminal investigation required. You must take both the Theory and Clinical sections. Theory-100 hours, Clinical-45 hours. Contact Kathy Schultz at 443-518-4981 for additional information. 14.5 CEUs. $1,535 (includes $740 in fees*)

You must register for both theory (XH-651) and clinical (XH-652) at the same. Select option A, B, or C.

The need for trained diagnostic professionals is growing at a fast rate.

Become a certified Diagnostic Medical Vascular Sonographer

- Enroll in the continuing education online Diagnostic Medical Vascular Sonographer certificate program in partnership with HCC's credit Health Sciences Division.
- This program is ideal for medical sonographers who are interested in becoming more competitive in the workforce by enhancing their credentials.
- To earn a Certificate of Completion, you must fulfill the required number of classwork (five months). You will then be eligible to sit for the national exam!

Classes begin Spring 2020.

For more information, please visit howardcc.edu/vascular-sonographer.

Advanced Patient Care Skills

This course prepares certified nursing assistants to work in hospitals and other health care settings as part of a multi-disciplinary team caring for patients who require acute care as well as chronic care. You will expand and deepen your skills in complex health care procedures including phlebotomy, electrocardiograms, glucose monitoring, intravenous therapy, wound care, and urinary catheterization. You must have a current CNA license. Textbook and workbook are included. Contact Kathy Schultz at 443-518-4981 for additional information. 9.2 CEUs. $1,255 (includes $670 in fees*)

Attention, Medical Sonographers

The need for trained diagnostic professionals is growing at a fast rate.

Become a certified Diagnostic Medical Vascular Sonographer

- Enroll in the continuing education online Diagnostic Medical Vascular Sonographer certificate program in partnership with HCC's credit Health Sciences Division.
- This program is ideal for medical sonographers who are interested in becoming more competitive in the workforce by enhancing their credentials.
- To earn a Certificate of Completion, you must fulfill the required number of classwork (five months). You will then be eligible to sit for the national exam!

Classes begin Spring 2020.

For more information, please visit howardcc.edu/vascular-sonographer.
Nursing Assistant Instructor Training
Registered nurses are natural teachers and preparing the next generation of health care workers is a rewarding addition or extension to any nursing career. This course is designed to provide registered nurses with the tools and knowledge needed to instruct nursing assistant students. Topics include adult learning principles, teaching and evaluation methodologies, course planning and implementation, teaching in the laboratory and clinical settings, and communication and teaching skills for a multi-cultural, multi-generational student population. You will also learn how to prepare students to be successful on the Geriatric Nursing Assistant Exam. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course. No refund five days prior to start date. Contact Jennifer Bukowitz at 443-518-4867 for additional information. 1.6 CEUs. $295 (includes $115 in fees).

Mon, Tue, Wed 9am-6pm, Dec 9-Dec 11
XH-144 7079 #1764 Howard Hall 122

RN Case Manager: Delegating for Assisted Living
For registered nurses only, this course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities and is approved by the Maryland Board of Nursing. Topics include principles of case management, delegation skills, adult education principles, legal and ethical issues, updates on regulations, and more. A copy of the Maryland Nurse Practice Act is provided. Please remember to bring your nursing license number. You must attend 100 percent of the class (16 hours) to receive your certificate. No refund five days prior to start date. Contact Jennifer Bukowitz Keller at 443-518-4867 for additional information. 1.6 CEUs. $295 (includes $115 in fees).

Tue, Wed 8:30am-5:30pm, Dec 3-Dec 4
XH-175 7078 #1765 Howard Hall 122

Mental Health First Aid
This course, approved by the Maryland Department of Health, is designed for allied health professionals, educators, civic leaders, and community members to learn about the initial help that can be given to a person in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behaviors) or showing symptoms of mental illness, until appropriate professional or other help, including peer and family support, can be engaged. Review the prevalence of mental illness in the U.S. and the associated emotional and economic cost. Label the potential warning signs and risk factors for depression, anxiety disorders, trauma, psychotic disorders, and substance use disorders. Compose a five-step action plan to help an individual in crisis connect to professional care. Identify resources available to help someone with a mental health problem. Upon successful completion, you will earn a Mental Health First Aid certification. $90 (includes $40 in fees).

Sat 9am-5pm, Oct 19
XH-460 7023 #1780 Hickory Ridge

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals
A Training Program Designed in Collaboration with the Howard Tech Council and the Howard County Economic Development Authority

If you are currently working in the health care field or in the information technology field seeking a career in health information technology (IT) and have limited or no knowledge of health IT, then you don’t want to miss this new opportunity to join a growing career path!

The U.S. Department of Labor expects over 2.3 million new health care jobs and over 546,000 new technology jobs by 2026. With the health IT fundamentals training, you can be prepared for new opportunities in health IT. Individuals working in the health IT field help support the use of technology in the health care setting. Specific responsibilities vary by position and may include installing and maintaining electronic health record systems, working as part of an internal IT team, performing data analytics, developing new health IT innovations, or providing technical support to employees throughout a health care facility.

This hybrid course will provide a comprehensive overview of the key concepts and fundamentals of health IT. It is expected that you have either an understanding of health care operations and standard practices, or experience in the information technology field and hold either an associate or bachelor’s degree in a technology or health discipline. Topics will cover key health IT concepts, how technology innovation is driving change, what skill-sets are in high demand, problem solving in a health care setting, and preparation for attaining a health IT certification. The class will also include hands-on practice using key health technology including electronic health record systems, information security solutions and data analytics products. You will be provided with a foundation in health IT that includes health care IT operations, health IT risk, data analytics, and health IT innovation. The course will set the stage for career opportunities in health technology including the opportunity to participate in internship and externships.

Prerequisites: Associate or bachelor’s degree.

** SCHOLARSHIPS AVAILABLE! **

howardcc.edu/health-it

This hybrid course is a combination of face-to-face and online instruction. Face-to-face classes will be held Mon 6pm-9:15pm, Sep 23-Dec 9 and Sat 9am-12:15pm, Oct 26, Nov 9, and Dec 7. Classes will meet at Howard Community College’s Gateway Campus (Charles I. Ecker Building), 6751 Columbia Gateway Drive, Columbia, Maryland.

If you are interested in this training, you must submit an online application at howardcc.edu/health-IT. Please submit application to the Howard Community College Health IT program no later than August 23, 2019. Eligible candidates will be notified of acceptance by email starting August 26. For more information, please contact Marilyn Estes at mcestes@howardcc.edu or call 443-518-4977.

This course is supported by the Maryland EARN program and is provided at a reduced rate for a limited number of students.
NEW THIS FALL

Orthopedic Technician Assistant Training HYBRID

Are you ready to enter the workforce with the foundational knowledge and skill set required to work alongside experienced orthopedic technicians and orthopedic doctors in an orthopedic clinic setting?

Our hybrid Orthopedic Technician Assistant Training class allows you to take part of the class online, build skills in class, and gain practical clinical experience in an orthopedic office.

**Topics include:**
- Basic anatomy of the musculoskeletal system
- Basic orthopedic surgeries management
- Basic knowledge of durable medical equipment used in orthopedic patient care
- Patient intake and teaching
- Wound care management
- Casting skills
- Management of braces, splints, appliances and supports
- Medical office ethics and customer service relationship

**Courses**

**Orthopedic Technician Assistant Training ★ NEW!★**

This course provides both theory and practical skills education required to work as an entry-level orthopedic technician assistant. As an entry-level orthopedic technician assistant, you will conduct patient histories and provide relevant patient education. In addition, you will assist with a variety of procedures that are common in the orthopedic doctor’s office such as: casting; applying splints; braces; appliances; and supports. You will also gain skills in sterile dressings, stitches, and wound care management. This course includes an online component as well as mandatory skills/lab sessions, and a clinical shadowing experience. Prerequisites: You must be 18 years of age and have a high school diploma/GED, ability to speak and understand standard American English; pass a criminal background check, and complete health forms. For more information, please call Jennifer Bukowitz at 443-518-4967 or Kathy Schultz at 443-518-4981. You must take both Technician Assistant Training courses, XH-701 and XH-703. $1,225 (includes $700 in fees*)

- **Sun 11am-4pm, Sep 8-Oct 27**
  - XH-701 7145   #5100 On Company Site
  - XH-703 7146   #5101 On Company Site

**Orthopedic Technician Assistant Clinical Shadowing ★ NEW!★**

The clinical shadowing experience will provide exposure and hands-on practical experience in an orthopedic doctor’s office setting and in a brace shop. You must complete the Technician Assistant Training (XH-701) and Technician Assistant Clinical (XH-703) in order to receive a completion certificate. $105 (includes $85 in fees*)

- **Mon-Fri 9am-4pm, Oct 28-Nov 1**
  - XH-703 7146   #5101 On Company Site

For more information, contact Jennifer Bukowitz at 443-518-4967 or Kathy Schultz at 443-518-4981.

Both courses are pending approval for the Workforce Development Sequence Scholarship. See inside back cover.

**Meet Our Instructor**

Pauline Ileoma Esoga, RN, BSN, MS, ONC

Pauline Esoga is a nurse with over 40 years of experience in various areas of nursing. Currently, she is a nurse manager at Howard County General Hospital. Before this position, she was part of the founding staff for the University of Maryland Medical Center's 14-bed orthopedic (joints and spine) unit, responsible for training and onboarding most of the staff and interdisciplinary team. In this role, Pauline also developed many of the processes and programs providing quality orthopedic care for patients and family. Her experience also includes orthopedic outpatient care and serving as a rehabilitation nurse for orthopedic, spinal, and TBI patients at MedStar National Rehabilitation Hospital.

She holds a masters degree in health services administration from Strayer University, a bachelor's of nursing degree from Grand Canyon University, and a national orthopedic nurse certification. In addition, she has participated in many national conferences for orthopedic nurses. She has also published an article on “Best Practice in Orthopedic Inpatient Care” in the Orthopedic Nursing Journal.
CPR: Health Care Provider

Health care provider students are taught the most currently available material from the American Heart Association. This course is primarily for health care workers but is open to the general public. Topics covered: adult, infant, child one and two-person CPR techniques, barrier device, bag mask, automatic external defibrillation (AED), and airway obstruction management. Upon successful completion of the class, you will receive a card good for two years from the American Heart Association. Fees charged do not represent income to the AHA. Contact Pierre Cox at pcox@howardcc.edu for additional information. Optional half hour for lunch. No refunds five days before start date. .7 CEUs. $100 (includes $80 in fees*)

- Sat 8:30am-4pm, Sep 14
  XH-454 7008  #1768  Hickory Ridge
- Sat 8:30am-4pm, Oct 12
  XH-454 7009  #1769  Hickory Ridge
- Sat 8:30am-4pm, Oct 26
  XH-454 7010  #1770  Hickory Ridge
- Sat 8:30am-4pm, Nov 9
  XH-454 7013  #1771  Hickory Ridge
- Sat 8:30am-4pm, Nov 23
  XH-454 7014  #1772  Hickory Ridge
- Sat 8:30am-4pm, Dec 7
  XH-454 7015  #1773  Hickory Ridge
- Sat 8:30am-4pm, Dec 21
  XH-454 7016  #1774  Hickory Ridge

Do you love animals and want to learn how to help them?

The below introductory level course does not meet any prerequisites for certification, but may help you determine whether a veterinary assistant career is for you.

Become a Veterinary Assistant

Explore a career as a veterinary assistant. Learn about vaccinations, parasite prevention, and pet nutrition. First course in a three-part series. This introductory level course does not fill any prerequisites for certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Sep 11-Oct 18
  XO-288 4056  #5057  Online
- Oct 16-Nov 22
  XO-288 4057  #5058  Online
- Nov 13-Dec 20
  XO-288 4058  #5059  Online
- Dec 11-Jan 17
  XO-288 4059  #5060  Online

Attention, Diagnostic Technologists

Become a certified Computed Tomography (CT) or Magnetic Resonance Imaging (MRI) Technologist.

The need for trained diagnostic professionals is growing at a fast rate. Employment of CT and MRI technologists is projected to increase by 28% by 2020, according to the Bureau of Labor Statistics.

Enroll in our continuing education CT or MRI certificate program in partnership with HCC’s credit Health Sciences Division.

- This program is for diagnostic technologists who are interested in becoming more competitive in the workforce by enhancing their credentials.
- To earn a Certificate of Completion, you must fulfill the required number of classwork and clinical hours (eight to 15 months) by the American Registry of Radiologic Technologists (ARRT). You will then be eligible to sit for the national exam!

CT classes begin in January.
MRI classes begin mid-March.

For more information, please visit our website: howardcc.edu/ct-mri

Take the next step in your career with a financial award by applying to HCC’s Workforce Development Sequence Scholarship for the MRI certificate program.
See inside back cover.
Health Care Interpreter Program

Learn how to be a language interpreter in the health care industry! You must co-enroll in Orientation to Health Care Interpreting Training and Interpreting in Health Care classes. For more information, call 443-518-3214 or email HCIT@howardcc.edu.

Orientation to Health Care Interpreting Training

The orientation session includes an overview of the Health Care Interpreting Certificate Program components and requirements. The Health Care Interpreter’s standard of practice, roles, functions and arenas are introduced. There is also a language proficiency assessment that is required in order to take the Interpreting in Health Care course. $80. Course#YE-800.

- Sat 9am-1pm, Aug 17
- Hickory Ridge

Interpreting in Health Care

This course provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. You will learn basic knowledge of common medical conditions, treatments, and procedures, and bridging linguistic and cultural competency between clients and providers for specific communities necessary in the art of interpretation. You will also develop advanced skills in ethical decision making, memory development, patient advocacy, and listening skills. By the end of the course, you will be able to analyze and contrast cultural influences in health beliefs and the interaction between traditional and U.S. health care assumptions and delivery systems, choose and demonstrate the appropriate role of interpreting based on communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision making process. $875. Course#YE-801.

- Thu 6:30pm-9:30pm and Sat 9am-3:30pm, Sep 5-Dec 7
- (No class Sep 28 & Oct 12)
- YE-801 3154 #4612 Health Sciences Building

Field Experience in Health Care Interpreting

This course will provide you with meaningful observation opportunities, supervised interpretation practice and ample opportunities for analysis and reflection of real life situations. $145. Course#YE-802.

- Thu 7pm-9pm Winter 2020: Jan 9, Jan 23, Feb 6, & Feb 20
- Dates and times for additional sessions will vary.
- Health Sciences Building

Ricardo Batiz
Spanish Interpreter

“The health care interpreter courses at HCC address all the needs required to get a well-paying position with an interpreting company and is above and beyond any course out there. After I mention to managers and physicians that I have taken a formal course, the amount of job offers I’ve received has been very impressive. The majority of the interpreters I have met in the field are people that know a second language and have been interpreting for years without knowledge of federal laws, as well as the rules and regulations that are demanded by hospitals and physicians.”

Mervat Sewilam
Arabic Interpreter

“I have a bachelor’s degree in translation and interpretation and I found the medical interpreter courses at Howard Community College to be very helpful. I learned detailed medical terminologies, the medical interpreters’ code of ethics, as well as a lot about different health insurances, and generally how the health system functions in the U.S. In addition, the instructors are very knowledgeable and helpful. They will guide you throughout the course and will try their best to get you on the right path.”

COURSE NOTES

* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
FALL CLASSES WILL RUN FROM TUESDAY, SEPTEMBER 3-THURSDAY, DECEMBER 5.

Are you ready to get ahead?

- Earn your high school diploma.
- Prepare for college courses.
- Get ahead in your career.

Howard Community College can give you the skills you need.

- Learn with other adults.
- Get help with reading, writing, and math.
- Gain important computer skills.

Learn more about basic skills and high school diploma programs at Howard Community College.

Start today! Call 443-518-4919 or visit howardcc.edu/abe.

You must be 18 years or older and officially withdrawn from high school.

See HCC website for campus map at howardcc.edu.
Our Adult Basic Skills courses are funded in part by a grant from the Department of Labor, Licensing and Regulation (DLLR) and the U.S. Department of Education. You must be 18 years of age or older and officially withdrawn from school to be eligible for our classes.

Unless otherwise specified, winter/spring classes will run September 3 through December 5, 2019. Eligibility requirements apply to most courses/programs. Placement testing is given at the Hickory Ridge Building. See registration dates and times.

ORIENTATION, PLACEMENT TESTING AND REGISTRATION
Hickory Ridge Building (HR), Room 100
Next to the West Garage
(on the southwest corner of the HCC main campus)
Wednesday, August 14 5:30-7pm
Saturday, August 17 10-11am
Tuesday, August 20 10-11am
Thursday, August 22 5:30-7pm
Monday, August 26 10-11am
Tuesday, August 27 5:30-7pm
Friday, August 30 10-11am
If you have accommodations for testing, bring documentation to registration.

REGISTER EARLY!
Space is limited – availability is first come, first served!
Howard Community College's Continuing Education Refund Policy does not apply to Adult Basic Skills classes. Information will be given at required registration sessions. Visit our website anytime for up-to-date program and course information at howardcc.edu/abe. For more information on Adult Basic Skills, call 443-518-4919.

HAVE QUESTIONS ABOUT HIGH SCHOOL COMPLETION PROGRAMS?
Please email abe@howardcc.edu or call 443-518-4919 during regular office hours.

NEW Starting September 17, 2019
“You’re Hired” Essential Job Skills

This new course uses hands-on activities and real-world applications to teach you the essential soft skills to pave the way to success and improve your chances to get and keep a job.

The following topics will be covered:
- Time Management
- Organization
- Teamwork
- Interviewing and Job Seeking Strategies
- Effective Communication
- Problem Solving
- Goal Setting
- Stress Management

This is the first class in a series that can lead to an office skills certificate from Howard Community College’s Division of Continuing Education & Workforce Development. YD-101 9032 #4872

The course will meet for 10 weeks starting on September 17 on Tuesdays and Thursdays from 4 p.m. to 5:30 p.m. $475. (includes $295 in fees*)

Eligibility Requirements: You must be at least 17 years old, have a third grade reading level or above, and commit to following the HCC Code of Conduct.

For more information, please contact Sheryl Gold at sgold@howardcc.edu or 443-518-4841.
Adult Basic Skills / Developmental Disabilities

High School Diploma Programs

Advanced Language Arts
This course teaches the skills required for preparation for the GED® Test – Reasoning Through Language Arts (RLA). $100 tuition required at registration. (includes $90 in fees*)

Advanced Math
This course is primarily designed to prepare you for the GED® Test – Mathematical Reasoning. This course may also help you if you need to improve your skills in algebra and geometry. $100 tuition required at registration. (includes $90 in fees*)

National External Diploma Program (NEDP)
This is an alternative program for adults 18 years old or over who have a job or who can demonstrate a job skill (such as homecare skills or home maintenance) and want to earn a Maryland high school diploma. For more information about the National External Diploma Program, please call 443-518-4919. $200 (includes $180 in fees*)

Adult Basic Education Courses

Basic Math and Language Arts
Improve your basic reading, writing and math skills so that you can meet employment or educational goals. This course provides a review of basic math functions, sentence structure, grammar, punctuation and reading comprehension. Free tuition; $50 resource fee required at registration.

Reading and Writing Courses

Intermediate Language Arts
Build your critical reading and writing skills. Free tuition; $50 resource fee required at registration.

Advanced Language Arts
This course teaches the skills required for preparation for the GED® Test – Reasoning Through Language Arts (RLA). $100 tuition required at registration. (includes $90 in fees*)

Science and Social Studies Courses

GED® Science Foundations
This continuing education course is primarily designed for ESL students to improve their English reading, writing, and vocabulary skills, as well as the scientific knowledge needed to transition into further GED preparation courses. $50 materials fee required at registration.

GED® U.S. History and Government Foundations
This continuing education course is primarily designed for ESL students to improve their English reading, writing, and vocabulary skills, as well as the historical knowledge needed to transition into further GED preparation courses. $50 materials fee required at registration.

Math Courses

GED® Math for ESL A & B
Explore and learn math vocabulary needed to begin preparing for the GED. Topics include whole number operations, decimals, fractions, percentages, and word problems. $50 materials fee required at registration.

Intermediate Math
Discover fractions, decimals, percent, ratio, proportion, data analysis, and measurement. Free tuition; $50 resource fee required at registration.

Advanced Math
This course is primarily designed to prepare you for the GED® Test – Mathematical Reasoning. This course may also help you if you need to improve your skills in algebra and geometry. $100 tuition required at registration. (includes $90 in fees*)

Developmental Disabilities

College Opportunities for Readiness Education
Adults with different abilities will be taught math and reading skills in an educational environment that seeks to improve or maintain each student's academic level. Students will experience opportunities for learning that reflect their interests and individual needs. CORE is a five-day-per-week program that meets Monday through Friday from 3pm-6pm on the HCC campus. Cost is $415 per month (includes $315 in fees). For more information, call Sheryl Gold at 443-518-4841 or email sgold@howardcc.edu.
The English Language Center (ELC) offers three types of English classes:

**Basic English as a Second Language Classes**
- Pre-beginning to intermediate
- Free except for materials fee
- English for life skills and work readiness

**Intensive English as a Second Language Classes**
- Beginning to high-advanced
- Tuition-based
- Academic skills (reading, writing, listening, speaking, grammar, pronunciation, spelling and test preparation)

**Professional English Classes**
- Advanced classes for business professionals
- Tuition-based

**GENERAL INFORMATION:**
- A placement test is required for all new students.
- The placement tests will be given during the times on the chart above in the Hickory Ridge Building (Room HR-200) on the Howard Community College main campus. No appointment is necessary. Children are not allowed in testing rooms.
- Testing is NOT required for returning students in most situations.
- Students must be 16 or older to register.
- To register for an online class, please email elc@howardcc.edu for instructions.
- All students pay the listed prices. Fees are not eligible for waiver.
- Only ages 60+ are eligible for tuition waiver.

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**REFUND POLICY**
Refund or transfer requests must be made in person in the ELC office (Room HR-200).

<table>
<thead>
<tr>
<th>CLASS TYPE</th>
<th>BEFORE CLASS BEGINS</th>
<th>UP TO 7 DAYS AFTER CLASS START*</th>
<th>AFTER 1 WEEK*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic ESL (grand funded)</td>
<td>Full refund</td>
<td>Full refund with return of unused book (ex. class starts on 9/3/19, last day to drop is 9/9/19)</td>
<td>No refund</td>
</tr>
<tr>
<td>Intensive ESL (pay classes)</td>
<td>Full refund</td>
<td>Full tuition minus $90 fee (ex. class starts on 9/3/19, last day to drop is 9/9/19)</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*Calendar days, including holidays and weekends, not student attendance, are used to determine refunds.

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**PLACEMENT TESTING & REGISTRATION INFORMATION**
**FALL 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7</td>
<td>Wednesday</td>
<td>5:30pm-7pm</td>
</tr>
<tr>
<td>August 12</td>
<td>Monday</td>
<td>10am-11am</td>
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<tr>
<td>August 14</td>
<td>Wednesday</td>
<td>5:30pm-7pm</td>
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<tr>
<td>August 17</td>
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<td>10am-11am</td>
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<td>August 20</td>
<td>Tuesday</td>
<td>10am-11am</td>
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<td>August 22</td>
<td>Thursday</td>
<td>5:30pm-7pm</td>
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<td>August 26</td>
<td>Monday</td>
<td>10am-11am</td>
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<tr>
<td>August 27</td>
<td>Tuesday</td>
<td>5:30pm-7pm</td>
</tr>
<tr>
<td>August 30</td>
<td>Friday</td>
<td>10am-11am</td>
</tr>
</tbody>
</table>

Most classes begin on September 3! Register early!

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**BRING TO REGISTRATION:**
- Payment for pay classes
- Materials fee ($50) for free classes
- Credit card, cash or check for payment
- Advising sheet from previous semester (for returning students only)

For additional information, please visit howardcc.edu/elc, call 443-518-1680, or email us at elc@howardcc.edu (assistance in other languages available).

If you are interested in a noncredit Continuing Education Professional English certificate, please see page 50 or visit howardcc.edu/professionalenglish for more information on this program.

Our English Institute (EI) offers a full-time program for F1 international students and U.S. residents. Study 18 hours a week, receive special advising and support, and take part in many exciting activities. Visit howardcc.edu/ei or call 443-518-1681 for additional information about this fast-track English program.

All classes are held in the Hickory Ridge Building unless otherwise noted. Books are included in the tuition unless otherwise noted.

**College Closings (No Classes):**
- November 27-December 1 for Thanksgiving
ENGLISH AS A SECOND LANGUAGE

Over 2,200 students from 80 different countries have decided that HCC is their place to learn English. Whether learning English is a personal goal or an employment necessity, HCC’s English Language Center can help you.

**Pre-Beginning ESL Classes**

**Community English Pre-Beginning A**
This class teaches life skills and focuses on listening and speaking skills. Some reading, writing, and grammar skills will also be taught. This is a practical class for people who speak no English. Free tuition; material fees collected during registration.
- Mon, Wed, Fri 7:30am-9:05am, Sep 4-Dec 6
- Mon, Wed 7:30pm-9:50pm, Sep 4-Dec 4
- Tue, Thu 9:20am-11:35am, Sep 3-Dec 5
- Tue, Thu 6:45pm-9pm, Sep 3-Dec 5

**Life Skills English Pre-Beginning A**
This is a class for students who speak no English. Learn basic words and grammar to help adapt to life in the U.S. Free tuition; material fees collected during registration.
- Sat 9am-1:30pm, Sep 7-Dec 7

**Intensive English Pre-Beginning A**
This intensive English course is for students who know little or NO English. Work on reading, writing, listening, and speaking skills in one class. $230. Course#YE-318.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

**Interactive Speaking Pre-Beginning A**
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $230. Course#YE-324.
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

**Level 1 – Beginning I ESL Classes**

**Community English 1A**
Learn every day, practical English and also develop skills in listening, speaking, reading, writing, and grammar. Free tuition; material fees collected during registration.
- Mon, Wed, Fri 7:30am-9:05am, Sep 4-Dec 6
- Mon, Wed 7:30pm-9:50pm, Sep 4-Dec 4
- Tue, Thu 9:20am-11:35am, Sep 3-Dec 5
- Tue, Thu 6:45pm-9pm, Sep 3-Dec 5

**Life Skills English 1A**
Improve the English skills needed for everyday life and work in this course for beginning students. Free tuition; material fees collected during registration.
- Sat 9am-1:30pm, Sep 7-Dec 7

**Intensive English 1A**
Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet practical. $240. Course#YE-477.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

**English 1A**
Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $180. Course#YE-462.
- Sat 9am-12pm, Sep 7-Dec 7

**Interactive Speaking 1A**
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $240. Course#YE-439.
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

**Speaking for Success 1A**
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is an interactive class that includes lots of pair and group work as well as feedback from your teacher. $240. Course#YE-414.
- Mon, Wed 7pm-9pm, Sep 16-Nov 25

**Conversation 1A**
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand your vocabulary by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $180. Course#YE-492.
- Fri 9:30am-12:15pm, Sep 13-Dec 6

**Pronunciation Improvement 1**
Practice English pronunciation in this fun class! Use poems, dialogues, videos, and games to learn pronunciation rules. You will videotape yourself during class time and for homework; your teacher will give you feedback and suggestions to help you improve your pronunciation. $240. Course#YE-489.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

**Reading and Vocabulary 1A**
Read interesting short stories and books to improve reading, speaking, and writing skills. Also learn many new vocabulary words. Activities include spelling, oral reading practice, and discussion. $240. Course#YE-467.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4
Reading and Writing Literacy A
This class is for students who speak some English but do not read or write. Students with limited education in their first language or who come from a language system with a different alphabet would benefit from this class. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:45pm, Sep 3-Dec 5
- Sat 9am-1:30pm, Sep 7-Dec 7

Reading and Writing 1A
This is a special class for students who already know the alphabet and sounds in English but need practice with spelling, reading, grammar, and very basic writing of short phrases and sentences. For help with beginning literacy, students should start with a Reading and Writing Literacy class. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:45pm, Sep 3-Dec 5
- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5
- Sat 9am-1:30pm, Sep 7-Dec 7

Writing and Grammar 1A
Learn sentence writing, short paragraph writing, new vocabulary, grammar, and spelling in one class. Perfect for beginning students who want to start developing college writing skills. $240.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4

Level 2 – Beginning II ESL Classes

Community English 2A
This practical class teaches community and workplace English. Listening, speaking, reading, writing, and grammar skills will be taught. Free tuition; material fees collected during registration.
- Mon, Wed, Fri 7:30am-9:05am, Sep 4-Dec 6
- Mon, Wed 7:30pm-9:50pm, Sep 4-Dec 4
- Tue, Thu 9:20am-11:35am, Sep 3-Dec 5
- Tue, Thu 6:45pm-9pm, Sep 3-Dec 5

Life Skills English 2A
Improve the English skills needed for everyday life and work in this class for upper-level beginning students. Free tuition; material fees collected during registration.
- Sat 9am-1:30pm, Sep 7-Dec 7

Intensive English 2A
Improve all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging yet very practical. $250. Course#YE-559.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

English 2A
Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $200. Course#YE-532.
- Sat 9am-12pm, Sep 7-Dec 7

Interactive Speaking 2A
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $250. Course#YE-540.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

"I have always wanted to improve my English. In this day and age, the best companies need people who are fluent in more than one language. Among the English language schools I’ve researched, Howard Community College was the one with the highest satisfaction rate. Since I started studying here, I realized how fast I am learning, my grammar was really bad, but it is really good now. I also have a better vocabulary and correct pronunciation. I can already have a conversation in English without any trouble. It’s been an enriching experience. At HCC, they have skilled professionals who always manage to extract the best from students. In a short time, I have improved a lot. The learning process really helps students to improve more and more daily. I am very happy to know that I can achieve my goals."

Raphael Ribeiro
Student from Brazil

Portuguese
Sempre quis melhorar meu inglês, atualmente as melhores empresas precisam de pessoas fluentes em mais de um idioma. Entre as escolas de inglês que pesquisei, o Howard Community College foi o que teve a maior taxa de satisfação. Desde que comecei a estudar aqui, percebi o quão rápido eu estou aprendendo, minha gramática que era muito ruim, é muito boa agora, com um vocabulário melhor e pronúncia correta, eu já posso ter uma conversa em inglês sem nenhum problema. Está sendo uma experiência enriquecedora. Na HCC os profissionais qualificados e sempre conseguem extrair o melhor de nós mesmos. Em pouco tempo, melhorei bastante. O processo de aprendizagem realmente ajuda o aluno a melhorar cada dia mais. Estou muito feliz em saber que posso alcançar meus objetivos.
Speaking for Success 2A ★NEW!★
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes lots of pair and group work as well as feedback from your teacher. $250. Course#YE-521.
- Mon, Wed 7pm-9pm, Sep 16-Nov 25

Conversation 2A
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand vocabulary by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $200. Course#YE-590.
- Fri 9:30am-12:15pm, Sep 13-Dec 6

Pronunciation Improvement 2
Practice English pronunciation in this fun class! Use poems, dialogues, videos, and games to learn pronunciation rules. You will videotape yourself during class time and for homework; your teacher will give you feedback and suggestions to help you improve your pronunciation. $250. Course#YE-590.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

Reading and Vocabulary 2A
Read interesting short stories and short books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of oral reading practice and discussion. $250. Course#YE-560.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4

Reading and Writing 2A
Improve reading and writing skills for everyday life. Learn how to read unfamiliar words and improve reading comprehension. Practice writing good sentences and short paragraphs for notes, letters, and emails. Free tuition; material fees collected during registration.
- Mon, Wed, Fri 7:30am-9:05am, Sep 4-Dec 6
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:45pm, Sep 3-Dec 5
- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

Writing Basics 2A
Learn to write good sentences and short paragraphs in English for common everyday activities. Also improve grammar and vocabulary in this practical, interactive writing class. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4
- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

Writing and Grammar 2A
Learn sentence writing, short paragraph writing, new vocabulary, grammar, and spelling in one class. Perfect for beginning students who want to start developing college writing skills. $250.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Grammar 2A
Learn grammar rules and get lots of practice using them while talking and writing in this class. $250. Course#YE-573.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

GED Math for ESL A
Would you like to earn your U.S. high school diploma (GED or NEDP)? This class will help you learn the vocabulary and basic mathematical concepts you need to succeed in preparing for the GED. This is an introductory ESL math class meant to get English language learners ready to take high school level math classes. Free tuition; material fees collected during registration.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Sat 9am-1:30pm, Sep 7-Dec 7

English For Careers
Do you want to improve your English and get a better job? Enroll in one of our English for Careers classes! Courses cover a variety of careers, including health care, business, computer skills, construction and trades, and green jobs. Learn job-specific vocabulary and workplace skills while developing your English skills.

English for Careers: Basic Computer Skills (Level 2+)
Improve your computer abilities while learning English. You will learn the basics of using a computer, starting with learning the parts of the computer and eventually learning the basics of Microsoft Word. If you don't know how to create a Word document, this class is for you. This course will also help you improve your English reading, writing, listening and speaking skills. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4

English for Careers: CDL Permit Preparation (Level 2+)
Improve your English while preparing to get your Commercial Driver’s License (CDL) permit. In this class, you will learn the vocabulary needed to understand the Motor Vehicle Administration’s (MVA) CDL test along with other English skills that are essential for commercial drivers. This course is a prerequisite for the English for CDL Class B License course that will be held in the spring semester. Free tuition; material fees collected during registration.
- Mon, Wed 7:30pm-9:50pm, Sep 4-Dec 4

English for Careers: Construction ★NEW!★ (Level 2+)
Improve your English skills while learning vocabulary needed for jobs in trades such as construction, green jobs, and manufacturing. Learn about the American workplace, OSHA safety standards, and how to interview. You will also focus on improving your reading, writing, listening, speaking skills. Free tuition; material fees collected during registration.
- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5
English for Careers: CNA ESL Support Class

(Level 3+)

Interested in a career in health care? Start here! This class is for students interested in becoming a Certified Nursing Assistant (CNA) or Patient Care Technician (PCT) who need a little extra practice with their English language skills. It will provide English language support, as well as the hands-on knowledge needed to be hired in the health care field. You will also focus on improving your skills in English reading, writing, listening, and speaking. Free tuition. **This course requires potential students to complete an application. Additional details, including course schedule, can be found in the application. Free tuition and fees. Application is available at the ELC office in HR-200. Email elccna@howardcc.edu for more information.

- Tue, Thu 12:30pm-3pm, Sep 17-Nov 7

English for Careers: Bookkeeping and Accounting

(Level 3+)

This class is the first in a series of courses designed to get ESL students on the pathway to credit Accounting and Bookkeeping classes. Improve your English skills while learning vocabulary needed to pursue a career as a bookkeeper or accountant. This course includes basic math skills, computer skills, and business ethics. It is a foundational course for the HCC Credit certification in bookkeeping. Free tuition; material fees collected during registration.

- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

English for Careers: Accounting for ESL ★NEW!★

(Level 4+)

(co-requisite for ESL Accounting 111)

This class is the second in a series of courses designed to get ESL students on the pathway to credit Accounting and Bookkeeping classes. It will provide English language support, including vocabulary development and reading comprehension, while students are enrolled in Accounting 111 (Principles of Accounting). Prerequisite: English for Careers: Bookkeeping & Accounting. Free tuition; material fees collected during registration.

- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

English for Careers: Cybersecurity ★NEW!★

(Level 4+)

This hybrid course will introduce advanced-level ESL learners to the field of cybersecurity. Learn about virus and malware basics, network, Wi-Fi, and mobile security, along with additional topics. You will also focus on improving your reading, writing, listening, and speaking skills. Free tuition; material fees collected during registration.

- Sat 9:30am-12pm, Sep 21-Nov 16 HYBRID

English for Careers: Office Assistant ★NEW!★

(Level 4+)

(Co-requisite for CMSY 101)

This class is the second in a series of courses designed to get ESL students on the pathway to credit Office Technology classes. It will provide English language support, including vocabulary development and reading comprehension, while students are enrolled in CMSY 101 (Beginning Spreadsheets). Prerequisite: English for Careers: Computer Skills for the Office. Free tuition; material fees collected during registration.

- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4

Banking and Finance Training for Bilingual Speakers (Level 4+)

This course will introduce advanced-level ESL learners to the world of finance. Professional and organizational skills, such as workplace expectations and customer interactions, will be addressed. You will take part in mock interviews and networking opportunities. You will discuss cultural differences and their impact in the workplace, learn industry specific vocabulary, and practice various types of professional writing, such as emails, memos, business letters, and resumes. You must complete a written application and an oral interview. Free tuition; material fees collected during registration.

- Sat 9am-2pm, Sep 14-Nov 16

Level 3 – Intermediate I

ESL Classes

Intensive English 3A

Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is a perfect start for students who eventually want to study at the college level. $250. Course#YE-675.

- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

English 3A

Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $200. Course#YE-648.

- Sat 9am-12pm, Sep 7-Dec 7

Interactive Speaking 3A

This class is designed to get you talking and using correct spoken English! This is a fast-moving class with lots of conversation, pronunciation practice, and use of new vocabulary. Learn through repetition, dialogues, and skits. Individualized feedback from audio- and video-taping included. $250. Course#YE-659.

- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Speaking for Success 3A ★NEW!★

Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes lots of pair and group work as well as feedback from your teacher. $250. Course#YE-621.

- Mon, Wed 7pm-9pm, Sep 16-Nov 25
Conversation 3A
Practice speaking while participating in many different activities: skits, role-plays, dialogues, short presentations, and readings. Develop confidence while you practice speaking in an active, fun environment. Expand your vocabulary daily by learning and using new words and expressions! $200. Course# YE-609.
Fri 9:30am-12:15pm, Sep 13-Dec 6

Pronunciation Improvement 3
Improve English pronunciation skills in this popular course. Focus on stress, intonation, and vowel/consonant sounds. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. $250. Course# YE-601.
Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

Vocabulary and Spelling 3 & 4
Expand your vocabulary and improve your spelling in this dynamic, interactive class. You will learn some of the 3000 most important words in English as well as spelling rules, including vowel sounds, tricky consonant sounds, syllables, prefixes, and suffixes. Improve your writing, expand your vocabulary, increase the accuracy of your listening comprehension and develop your pronunciation in this class. $270. Course# YE-622.
Mon, Wed 9:20am-11:35am, Sep 9-Dec 4

Reading and Vocabulary 3A
Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. $250. Course# YE-628.
Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4

Writing Basics 3A
Improve sentence and paragraph writing skills. Address common mistakes in grammar, vocabulary, and spelling. This class is perfect for students who want to develop writing skills for personal use, employment, or academic programs (GED or college study). Free tuition; material fees collected during registration.
Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4

Writing and Grammar 3A
Develop sentence and paragraph writing skills in this intensive class. Also learn about specific ESL problems with vocabulary, spelling, and grammar, and discover how to avoid and correct these errors. $250.
Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Grammar 3A
Learn grammar rules and practice them in speaking and writing in this course. This is not just a class for memorizing rules! Excellent practice to improve the grammar you use every day. $250. Course# YE-691.
Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

GED U.S. History and Government for ESL A
Would you like to earn your U.S. high school diploma (GED or NEDP)? This class will help you improve your reading and writing skills while developing the vocabulary and historical knowledge you need to succeed in preparing for the GED. This is an introductory ESL history and government class meant to get English Language Learners ready to take High School level social studies classes. Free tuition; material fees collected during registration.
Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

Computer Skills for Academic Success
★ NEW! ★ (Level 3+)
When you’re studying in a language that isn’t your first, completing assignments can take more time. Learn to use computers in a way that makes assignments easier, not harder. Students will be surveyed during the first week of class to determine what topics will be most helpful to them, then a new topic will be covered each week with a lot of time to practice. Topics may include typing, keyboard shortcuts, formatting Word documents, creating PowerPoint presentations, and tools for studying. $210. Course# YE-625.
Wed 3pm-4:30pm, Sep 4-Dec 4

English for Citizenship (Level 3+)
This course is a quick, easy introduction to U.S. government and history for intermediate students. Learn English and about U.S. government while preparing for the U.S. Citizenship Exam. Free tuition; material fees collected during registration.
Sat 9:30am-12pm, Sep 21-Nov 23

English for Careers: CNA ESL Support Class (Level 3+)
See course description on page 46. Free tuition and fees. Application is available at the ELC office in HR-200. Email elcna@howardcc.edu for more information.
Tue, Thu 12:30pm-3pm, Sep 17-Nov 7

English for Careers: Bookkeeping and Accounting (Level 3+)
See course description on page 46. Free tuition; material fees collected during registration.
Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

For a complete list of English for Careers classes, see pages 45-46.
Level 4 – Intermediate II
ESL Classes

Intensive English 4A
Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-763.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

English 4A
Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $210. Course#YE-734.
- Sat 9am-12pm, Sep 7-Dec 7

Interactive Speaking 4A
Speak more like a native speaker! Develop confidence while speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions! Individualized feedback from audio- and video-taping included. $280. Course#YE-740.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Speaking for Success 4A **NEW!**
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes lots of pair and group work as well as feedback from your teacher. $280. Course#YE-728.
- Mon, Wed 7pm-9pm, Sep 16-Nov 25

Conversation 4A
Practice speaking while participating in many different activities: skits, role-plays, dialogues, short presentations, and readings. Develop confidence while you practice speaking in an active, fun environment. Expand your vocabulary daily by learning and using new words and expressions! $200. Course#YE-713.
- Fri 9:30am-12:15pm, Sep 13-Dec 6

Pronunciation Improvement 4
Practice stress, intonation, and the sounds of American English in this popular course. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. Have fun while you improve your pronunciation! $280. Course#YE-785.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

Vocabulary and Spelling 3 & 4
Expand your vocabulary and improve your spelling in this dynamic, interactive class. You will learn some of the 3,000 most important words in English as well as spelling rules, including vowel sounds, tricky consonant sounds, syllables, prefixes, and suffixes. Improve your writing, expand your vocabulary, increase the accuracy of your listening comprehension and develop your pronunciation in this class. $270. Course#YE-622.
- Mon, Wed 9:20am-11:35am, Sep 9-Dec 4

Reading and Vocabulary 4A
Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. Increase your reading speed and improve comprehension. $280. Course#YE-764.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4

One-on-One Professional English Tutoring at HCC
Improve your English to excel in your career

Is there some part of your English that is holding you back at work? Is the schedule for regular professional English classes inconvenient for you? One-on-one professional English tutoring is the answer for you!

- Tailor learning to your individual needs by working one-on-one with an experienced professional English teacher to address specific language problems, such as writing or pronunciation.
- Use your unique linguistic and cultural background, education, and work experience as tools to improve your English.
- Learn on a schedule that fits your busy life.
- Study at HCC or at your workplace.

For more information:
visit howardcc.edu/professionalenglish
email ProfessionalEnglish@howardcc.edu
call 443-518-1680
English Language Center: Hickory Ridge Building, Room 200
10901 Little Patuxent Parkway, Columbia, MD 21044
Writing and Grammar 4A
Improve academic writing skills! This upper-intermediate level class focuses on paragraph-level writing tasks. Through writing, address ESL problems with vocabulary, spelling, and grammar. Prepare for college classes or the TOEFL. Basic computer typing skills required. $280.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Grammar 4A
Learn the grammar rules appropriate for this level and practice them in writing and speaking! $280. Course#YE-778.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

English for College Math (Level 4+)
If you possess advanced math skills but struggle with the vocabulary and grammar associated with college math, this class is perfect for you! Learn the vocabulary you will need when you enroll in college or university freshman math classes. $210. Course#YE-795.
- Thu 3pm-5pm, Oct 3-Dec 5

Computer Skills for Academic Success ★NEW!★ (Level 3+)
- Wed 3pm-4:30pm, Sep 4-Dec 4

English for Citizenship (Level 3+)
See course description on page 47. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm, Sep 21-Nov 23

English for Careers: Accounting for ESL ★NEW!★ (co-requisite for ESL Accounting 111)
See course description on page 46. Free tuition; material fees collected during registration.
- Tue, Thu 7:30pm-9:45pm, Sep 3-Dec 5

English for Careers: Cybersecurity ★NEW!★ (Level 4+)
See course description on page 46. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm, Sep 21-Nov 16 HYBRID

English for Careers: Office Assistant ★NEW!★ (Level 4+)
(Co-requisite for CMSY 101)
See course description on page 46. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9:05pm, Sep 4-Dec 4

Banking and Finance Training for Bilingual Speakers (Level 4+)
See course description on page 46. Free tuition; material fees collected during registration.
- Sat 9am-2pm, Sep 14-Nov 16

For a complete list of English for Careers classes, see pages 45-46.

Level 5 & 6 – Advanced ESL Classes

Intensive English 5A
Work on all English skills: listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-827.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

English 5A
Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $210. Course#YE-844.
- Sat 9am-12pm, Sep 7-Dec 7

Interactive Speaking 5A
Speak more like a native speaker! Develop confidence while practicing speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions! Individualized feedback from audio- and video-taping included. $280. Course#YE-849.
- Tue, Thu 12:30pm-2:40pm, Sep 3-Dec 5

Conversation 5A
Develop confidence while you practice speaking in an active, fun environment. Lots of practice with dialogues, presentations, short conversations, role-plays and some directed listening activities. Expand your vocabulary daily by learning and using new words and expressions! Pronunciation tips included! $210. Course#YE-803.
- Fri 9:30am-12:15pm, Sep 13-Dec 6

Pronunciation Improvement 5
Increase your confidence by learning rules for better pronunciation and sound more like a native speaker! Practice in class with dialogues, short plays, and brief presentations. Videotape yourself and get helpful feedback from your teacher. $280. Course#YE-877.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5
Vocabulary and Spelling 5 & 6
Can you easily and accurately use words from the Academic Word List (AWL) in your writing and speaking? In this class, students will briefly review the spelling rules associated with difficult phonemes in AWL words, before moving on to learning about how syllables affect how we spell and say academic vocabulary, spelling suffixes correctly to expand personal word banks and improving listening comprehension and pronunciation. $280. Course#YE-808.
- Mon, Wed 9:20am-11:35am, Sep 9-Dec 4

Reading and Vocabulary 5A
Read interesting articles and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. This academic and interesting class will increase reading speed and improve reading comprehension. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-804.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4

Writing and Grammar 5A
Advanced students, don't miss this chance to improve academic writing skills. If you are planning to attend a college or university in the U.S. or take the TOEFL, this class will help you develop the writing skills to be successful. Focus on organization, editing, and developing well-written essays and address ESL problems with vocabulary, spelling, and grammar. $280.
- Mon, Wed 9:20am-11:35am, Sep 4-Dec 4

Grammar 5A
Learn the grammar rules appropriate for this level and practice them in writing and speaking! $280. Course#YE-821.
- Tue, Thu 9:20am-11:30am, Sep 3-Dec 5

Advanced TOEFL Preparation (Level 6)
This course is designed to help students develop a more advanced vocabulary, reading, writing, listening, and speaking skills required on the iBT version of the TOEFL. Work with lab software and online programs. $300. Course#YE-908.
- Mon, Wed 12:30pm-2:45pm, Sep 4-Dec 4
- Tue, Thu 7pm-9:20pm, Sep 10-Dec 5

English for College Math (Level 4+)
- Thu 3pm-5pm, Oct 3-Dec 5

Computer Skills for Academic Success ★NEW!★ (Level 3+)
- Wed 3pm-4:30pm, Sep 4-Dec 4

English for Citizenship (Level 3+)
See course description on page 47. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm, Sep 21-Nov 23

For a list of English for Careers classes, see pages 45-46.

There are more Level 5 & 6 classes in the Professional English and Online sections on page 50-51.

Continuing Education Professional English Certificate Classes
Earn a Professional English certificate by completing at least three professional English classes within 18 months. Build your written and oral communication competencies while gaining valuable knowledge and skills to succeed in the workplace. Note that these are Continuing Education noncredit certificates.

Six Steps to Clearer Pronunciation ★Professional English Certificate★ (Level 4+)
Practice pronunciation in the comfort of your own home, anywhere in the world! Your HCC ELC instructor will guide you through six, detailed video lessons, with exercises to practice on your own. Videotape yourself with easy-to-use technology, and your instructor will respond privately to you with feedback and suggestions. A webcam with a microphone is required! $280. Course#YE-745.
- Sep 30(Mon)-Nov 8(Fri), Online

Advanced Pronunciation Training ★Professional English Certificate★ (Level 5+)
Reduce your foreign accent and learn to pronounce English in a way that will make others understand you better! You will receive classroom instruction using the newest approaches and laboratory programs. On four class days, special individual sessions will be held instead of the regular class. During these sessions, you will work with trained pronunciation professionals who will help build your speech profile and give you specific errors to eliminate. This is a perfect class for business professionals, academic instructors, or students wishing to improve speaking for business or academic purposes. $350. Course#YE-813.
- Mon, Wed 7pm-9:30pm, Sep 16-Nov 25

Business Idioms ★Professional English Certificate★ (Level 5+)
Idioms are everywhere in the American workplace. If you do not use these commonly spoken phrases, you may sound formal and stiff to colleagues and clients. In this interactive class, you will “roll up your sleeves” and learn how to use the most common idioms and respond confidently when you hear them in conversation or see them in writing. $280. Course#YE-865.
- Sep 30(Mon)-Nov 15(Fri), Online

For a list of English for Careers classes, see pages 45-46.
English for Business Communication
*Professional English Certificate* (Level 5+)
This course is designed to improve the English skills of the business professional or someone interested in business pursuits. Written and oral communication practice will focus around these topics: cultural diversity, socializing, using the telephone, negotiating, making presentations, interviewing, recruiting, and participating in meetings. $290. Course#YE-811.
- Tue, Thu 9:45am-11:55am, Sep 17-Nov 26

English for Professional Leadership
*Professional English Certificate* (Level 5+)
This course is designed for advanced students who wish to develop language skills in the area of business leadership. The course focuses on current management topics including leadership styles, motivation, recruiting, marketing, use of teams, strategy, dealing with change, managing across cultures, downsizing, finances, and risk management and decision making. A key component of the course is exposure to contemporary management vocabulary. $290. Course#YE-805.
- Mon, Wed 7pm-9pm, Sep 16-Dec 4

Six Steps to Clearer Pronunciation *Professional English Certificate* (Level 4+)
Practice pronunciation in the comfort of your own home, anywhere in the world! Your HCC ELC instructor will guide you through six, detailed video lessons, with exercises to practice on your own. Videotape yourself with easy-to-use technology, and your instructor will respond privately to you with feedback and suggestions. A webcam with a microphone is required! $280. Course#YE-745.
- Sep 30(Mon)-Nov 8(Fri), Online

Business Idioms *Professional English Certificate* (Level 5+)
Idioms are everywhere in the American workplace. If you do not use these commonly spoken phrases, you may sound formal and stiff to colleagues and clients. In this interactive class, you will “roll up your sleeves” and learn how to use the most common idioms and respond confidently when you hear them in conversation or see them in writing. $280. Course#YE-865.
- Sep 30(Mon)-Nov 15(Fri), Online

ESL Tutor Certification (Level 6) HYBRID
Learn about the challenges faced by adult English Language Learners (ELLs) and master strategies for making one-to-one instruction positive and effective. This hybrid training is ideal for tutors who want to work with adult ELLs in the US or abroad. Tutors will complete 6 hours of interactive online instruction followed by a three-hour practicum with feedback. $200. Course#YE-901.
- Sep 3(Tue)-Dec 6(Fri), Hybrid

Online ESL Classes
Students can register for online classes in person or electronically. For online registration, please email us at elc@howardcc.edu or call 443-518-4646 for instructions. If you are in an online class, your instructor will contact you with details about how to begin the class and how to purchase the textbook if required.

Let us help you earn your Professional English Certificate!
This noncredit program can give you the skills you need to improve your English for the workplace.
You will receive a certificate by completing any three of the courses listed below within 18 months:
- Advanced Pronunciation Training
- Business Idioms
- English for Business Communication
- English for Customer Service
- English for Marketing and Social Media
- English for Professional Leadership
- English for Small Businesses
- Grammar for Business
- How Americans Think: Surviving the Workplace
- Professional Writing
- Six Steps to Clearer Pronunciation

See course descriptions at howardcc.edu/elc/classes. Class offerings may vary per semester.

You can get started TODAY!
Call 443-518-1680 or visit howardcc.edu/elc/registration
Health Care Interpreter Program

Learn how to be a language interpreter in the health care industry! You must co-enroll in Orientation to Health Care Interpreting Training and Interpreting in Health Care classes. For more information, call 443-518-3214 or email HCIT@howardcc.edu.

Orientation to Health Care Interpreting Training

The orientation session includes an overview of the Health Care Interpreting Certificate Program components and requirements. The Health Care Interpreter’s standard of practice, roles, functions and arenas are introduced. There is also a language proficiency assessment that is required in order to take the Interpreting in Health Care course. $80. Course# YE-800.

■ Sat 9am-1pm, Aug 17

Interpreting in Health Care

This course provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. You will learn basic knowledge of common medical conditions, treatments, and procedures, and bridging linguistic and cultural competency between clients and providers for specific communities necessary in the art of interpretation. You will also develop advanced skills in ethical decision making, memory development, patient advocacy, and listening skills. By the end of the course, you will be able to analyze and contrast cultural influences in health beliefs and the interaction between traditional and U.S. health care assumptions and delivery systems, choose and demonstrate the appropriate role of interpreting based on communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision making process. $875. Course# YE-801.

■ Thu 6:30pm-9:30pm and Sat 9am-3:30pm, Sep 5-Dec 7
  (No class Sep 28 & Oct 12)
  YE-801 3154 #4612 Health Sciences Building

Field Experience in Health Care Interpreting

This course will provide you with meaningful observation opportunities, supervised interpretation practice and ample opportunities for analysis and reflection of real life situations. $145. Course# YE-802.

■ Thu 7pm-9pm Winter 2020: Jan 9, Jan 23, Feb 6, & Feb 20 Dates and times for additional sessions will vary.
  Health Sciences Building

“The health care interpreter courses at HCC address all the needs required to get a well-paying position with an interpreting company and is above and beyond any course out there. After I mention to managers and physicians that I have taken a formal course, the amount of job offers I’ve received has been very impressive. The majority of the interpreters I have met in the field are people that know a second language and have been interpreting for years without knowledge of federal laws, as well as the rules and regulations that are demanded by hospitals and physicians.”

Ricardo Batiz
Spanish Interpreter

“I have a bachelor’s degree in translation and interpretation and I found the medical interpreter courses at Howard Community College to be very helpful. I learned detailed medical terminologies, the medical interpreters’ code of ethics, as well as a lot about different health insurances, and generally how the health system functions in the U.S. In addition, the instructors are very knowledgeable and helpful. They will guide you throughout the course and will try their best to get you on the right path.”

Mervat Sewilam
Arabic Interpreter

COURSE NOTES

* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Howard Community College's ENGLISH INSTITUTE

Do you have a friend or relative overseas who would like to visit Maryland and learn English for 6-24 months?

Contact us to find out how to get an F1 student visa to study English! Our advisors are ready to help you reach your goals!

Contact HCC's English Institute at 443-518-1681 or visit howardcc.edu/ei2019

Reach your goals here!

English for Career Preparation

Develop your English while learning job-specific vocabulary and workplace skills. Enroll in one of our career preparation courses! Courses cover a variety of careers, including health care, business, computer skills, construction and trades, and green jobs. For more information, see pages 45-46.

- English for Careers: Accounting for ESL *NEW* (Level 4+)
- English for Careers: Basic Computer Skills (Level 2+)
- English for Careers: Bookkeeping and Accounting (Level 3+, co-requisite for ESL Accounting 111)
- English for Careers: CDL Permit Preparation (Level 2+)
- English for Careers: CNA ESL Support Class (Level 3+)
- English for Careers: Construction *NEW* (Level 2+)
- English for Careers: Cybersecurity *NEW* (Level 4+)
- English for Careers: Office Assistant *NEW* (Level 4+, co-requisite for CMSY 101)
- Banking and Finance Training for Bilingual Speakers (Level 4+)
When taking noncredit language courses, you may choose between the two options below:

Basic Language Courses
• Designed for personal enrichment and cultural exposure
• Minimal homework and assessments
• No grades
• Meet once a week for eight weeks
• Have fun while you learn

Intensive Language Courses
• Designed for academic and professional purposes
• Regular homework and assessments
• Pass/fail grades
• 15-week semesters
• Co-enrolled with credit language students

Registration: Online, in person, or by mail. For instructions, see page 77.

Refund policy: Full refund before first class begins. Partial refund (tuition only) before the second class begins. No refund after the second class begins.

For more information or questions, email CEWDLanguages@howardcc.edu or call 443-518-4679.

**BASIC LANGUAGE COURSES**

**American Sign Language**

**American Sign Language 1A**
Learn ASL visual-gestural communication, sign differentiation, and visual memory exercises. ASL questions, commands, and simple sentences are featured. Deaf and hard of hearing cultural information is also discussed. The text is a combination textbook and video and will require a DVD player at home for practice outside of class. (T) $175 (includes $60 in fees*)

- **Tue 6:30pm-9pm, Sep 24-Nov 12**
  - YL-101 3701 #5309  Main Campus

**French for Travelers**
Planning a trip abroad? If France or a French speaking country is your destination, this course is for you! Learn the essentials of the language and culture to make your trip more enjoyable, including French for restaurants, shopping, public transportation, seeking directions, general courtesies and more. Enhance your travel know-how by learning everyday French phrases, practicing pronunciation, and obtaining cultural tips that will help you fit in with the locals. (T) $175 (includes $60 in fees*)

- **Tue 6:30pm-9pm, Sep 24-Nov 12**
  - YL-400 3711 #5319  Main Campus

**French 1A**
Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. (T) $175 (includes $60 in fees*)

- **Tue 6:30pm-9pm, Sep 24-Nov 12**
  - YL-101 3701 #5309  Main Campus

**French 2A**
This course builds on the skills acquired in French 1 and uses the same text. You will continue to develop your written, verbal, grammatical, and conversational skills. To enroll, you should be able to use the present and past tense of regular verbs and the present tense of irregular verbs. (T) $175 (includes $60 in fees*)

- **Wed 6:30pm-9pm, Sep 25-Nov 13**
  - YL-200 3709 #5317  Main Campus

**German for Travelers**
Are you ready for a Rhine River cruise, Oktoberfest, or the famous Christmas markets? Learn German survival vocabulary plus practical German phrases and expressions that allow you to introduce yourself, ask for and follow directions, order food and drink, and more. Class sessions will discuss cultural highlights, customs, regional differences, and do’s and don’ts that await you and your exploration. (T) $175 (includes $60 in fees*)

- **Tue 6:30pm-9pm, Sep 24-Nov 12**
  - YL-403 3714 #5406  Main Campus

**German 1A**
Become acquainted with the German people through their native tongue. Learn the German alphabet, pronunciation, and basic everyday vocabulary. Present tense, question formation, and imperatives are also taught. (T) $175 (includes $60 in fees*)

- **Thu 6:30pm-9pm, Sep 26-Nov 14**
  - YL-102 3702 #5310  Main Campus

**Italian for Travelers**
Before venturing off to Italy, learn about the culture, history, and geography of this fascinating and diverse country. Practice essential Italian phrases that you can use in meeting people, ordering in restaurants, shopping, locating essential services, and more. Gain valuable tips to prepare yourself for your dream vacation! (T) $175 (includes $60 in fees*)

- **Wed 6:30pm-9pm, Sep 25-Nov 13**
  - YL-401 3712 #5320  Main Campus
Experience the world by studying another language. Whether learning a language is a personal goal or a professional necessity, HCC's noncredit language courses can help.

**Italian 1A**
Learn to appreciate the charm of Italian culture through the study of the Italian language. Elementary grammar and conversational skills are emphasized as well as the present tense of regular verbs. (T) $175 (includes $60 in fees*)

- Thu 6:30pm-9pm, Sep 26-Nov 14
- YL-103 3703 #5311 Main Campus

**Japanese 1A**
Introduce yourself to this fascinating language with emphasis on basic grammar and conversational and reading skills needed for beginners. Topics include vocabulary such as greetings, numbers and dates, question and answer formation, and the present, past and negative forms of verbs. Hiragana is introduced at this level. (T) $175 (includes $60 in fees*)

- Tue 6:30pm-9pm, Sep 24-Nov 12
- YL-104 3704 #5312 Main Campus

**Japanese 1B**
Reinforce information learned in Beginning Japanese. Become more familiar with the use of complex sentences, conjugate verb endings, and continue to develop skills for everyday conversation. Use Katakana and some Kanji while continuing to read and write Hiragana. (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Sep 25-Nov 13
- YL-105 3705 #5313 Main Campus

**Spanish for Travelers**
If you are traveling to Spain or Latin America in the near future, this practical course is for you! You will learn about introductions, hotel accommodations, price negotiation, ordering food, transportation, and emergencies. Cultural topics will be incorporated into the curriculum. (T) $175 (includes $60 in fees*)

- Tue 6:30pm-9pm, Sep 24-Nov 12
- YL-402 3713 #5321 Main Campus

**Spanish 1A**
Learn the fundamentals of the language. Start with the alphabet and simple grammar and progress to writing basic sentences and pronunciation. Converse and engage in small dialogues as you increase your Spanish vocabulary. (T) $175 (includes $60 in fees*)

- Tue 6:30pm-9pm, Sep 24-Nov 12
- YL-106 3706 #5314 Main Campus

**Spanish 1B**
This class is the second step in the Spanish 1 series. Instruction focuses on possessive adjectives, weather expressions, months of the year and days of the week. You will also practice their writing and conversation skills. This class is for students able to use the present tense of regular –ar, -er, and -ir verbs as well as the verbs ser and estar.

- Thu 6:30pm-9pm, Sep 26-Nov 14
- YL-107 3707 #5315 Main Campus

**Spanish 1C**
Continue your language studies with this final Spanish 1 course. In addition to learning prepositions, adjectives, and verb tenses, you will practice vocabulary relating to numbers, clothes, animals, and food. You will also continue to develop conversation skills. (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Sep 25-Nov 13
- YL-108 3708 #5316 Main Campus

**Spanish 2A**
In this intermediate language course, students should be comfortable with the present tense of regular and irregular verbs. You will concentrate on the past and imperfect tenses as well as other advanced grammar, writing, and conversational skills. (T) $175 (includes $60 in fees*)

- Thu 6:30pm-9pm, Sep 26-Nov 14
- YL-201 3710 #5318 Main Campus

**Spanish for Medical Professionals**
Develop Spanish speaking skills applicable in any medical setting. You will learn to inquire about pain symptoms, medical histories, insurance, diets, and medical treatment options. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Sep 11-Oct 18
  - XO-489 4012 #5012 Online
- Oct 16-Nov 22
  - XO-489 4013 #5013 Online
- Nov 13-Dec 20
  - XO-489 4014 #5014 Online
- Dec 11-Jan 17
  - XO-489 4015 #5015 Online

**INTENSIVE LANGUAGE COURSES**
Improve your ability to communicate in a new language by applying the four language skills - listening, speaking, writing, and reading. Exchange, interpret, and present information in multiple tenses and contexts. Compare international cultures, practices, perspectives, and artifacts to your own culture and expand your use of the language outside of the classroom in a variety of situations.

All Intensive Language Classes include a lab component. For online courses, the lab component will be delivered via online conferencing. All classes begin the week of Aug 24 and end Dec 15 unless otherwise indicated.

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**COURSE NOTES**
* Fees not eligible for waiver. (T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
### Arabic

**Foundational Arabic I**  
(T) $400 (includes $90 in fees*)  
- YL-500 3720 #5329  
  Tue, Thu 9am-10:50am  
- YL-500 3721 #5330  

**Foundational Arabic II**  
(T) $400 (includes $90 in fees*)  
- YL-501 3722 #5331  

**Intermediate Arabic I**  
(T) $400 (includes $90 in fees*)  
- YL-600 3752 #5365  
  Mon, Wed 9am-10:50am  
- YL-600 3753 #5366  

**Intermediate Arabic II**  
(T) $400 (includes $90 in fees*)  
- YL-601 3754 #5367  
  Mon, Wed 11am-12:50pm  
- YL-601 3755 #5368  

**Intermediate Arabic III**  
(T) $400 (includes $90 in fees*)  
- YL-602 3756 #5369  
  Fri 9am-10:50am  

### Japanese

**Foundational Japanese I**  
(T) $400 (includes $90 in fees*)  
- YL-504 3725 #5334  
  Tue, Thu 5:30pm-7:20pm  

**Foundational Japanese II**  
(T) $400 (includes $90 in fees*)  
- YL-505 3726 #5335  
  Mon, Wed 5:30pm-7:20pm  

**Intermediate Japanese I**  
(T) $400 (includes $90 in fees*)  
- YL-605 3759 #5372  
  Tue, Thu 7:30pm-9:20pm  

### Korean

**Foundational Korean I**  
(T) $400 (includes $90 in fees*)  
- YL-506 3727 #5336  
  Mon, Wed 2pm-3:50pm  
- YL-506 3728 #5337  
  Mon, Wed 4pm-5:50pm  

**Foundational Korean II**  
(T) $400 (includes $90 in fees*)  
- YL-507 3729 #5338  
  Mon, Wed 4pm-5:50pm  

**Intermediate Korean I**  
(T) $400 (includes $90 in fees*)  
- YL-606 3760 #5373  
  Tue, Thu 4pm-5:50pm  

**Intermediate Korean II**  
(T) $400 (includes $90 in fees*)  
- YL-607 3761 #5374  
  Online  

### Hindu

**Foundational Hindi I**  
(T) $400 (includes $90 in fees*)  
- YL-503 3724 #5333  
  Online  

**Intermediate Hindi I**  
(T) $400 (includes $90 in fees*)  
- YL-604 3758 #5371  
  Online  

### Mandarin Chinese

**Foundational Mandarin Chinese I**  
(T) $400 (includes $90 in fees*)  
- YL-508 3730 #5339  
  Mon, Wed 12pm-1:50pm  
- YL-508 3731 #5344  
  Online  

**Foundational Mandarin Chinese II**  
(T) $400 (includes $90 in fees*)  
- YL-509 3732 #5345  
  Tue, Thu 1pm-2:50pm  
- YL-509 3733 #5346  
  Online  

**Intermediate Mandarin Chinese I**  
(T) $400 (includes $90 in fees*)  
- YL-608 3762 #5375  
  Online  

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**COURSE NOTES**  
* Fees not eligible for waiver.  
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
### Languages and Cultures

#### Intermediate Mandarin Chinese II
(T) $400 (includes $90 in fees*)
- YL-609 3763 #5378

#### Foundational Persian I
(T) $400 (includes $90 in fees*)
- YL-510 3734 #5347
  - Mon, Wed 3:30pm-5:20pm

#### Intermediate Persian I
(T) $400 (includes $90 in fees*)
- YL-610 3764 #5380
  - Mon, Wed 5:30pm-7:20pm

#### Foundational Russian I
(T) $400 (includes $90 in fees*)
- YL-511 3735 #5348
  - Mon, Wed 8am-9:50am
- YL-511 3736 #5349
  - Mon, Wed 5:30pm-7:20pm

#### Foundational Spanish I
(T) $400 (includes $90 in fees*)
- YL-512 3737 #5350
  - Tue, Thu 8am-9:50am
- YL-512 3738 #5351
  - Mon, Wed 10am-11:50am
- YL-512 3739 #5352
  - Tue, Thu 10am-11:50am
- YL-512 3740 #5353
  - Fri 11am-12:50pm
- YL-512 3741 #5354
  - Mon, Wed 12pm-1:50pm
- YL-512 3742 #5355
  - Tue, Thu 1pm-2:50pm
- YL-512 3743 #5356
  - Mon, Wed 2pm-3:50pm
- YL-512 3744 #5357
  - Mon, Wed 6pm-7:30pm Sep 14-Dec 15

#### Foundational Spanish II
(T) $400 (includes $90 in fees*)
- YL-513 3747 #5360
  - Duncan Hall 224
  - Mon, Wed 10am-11:50am
- YL-513 3748 #5361
  - Mon, Wed 12pm-1:50pm
- YL-513 3749 #5362
  - Online

#### Intermediate Spanish I
(T) $400 (includes $90 in fees*)
- YL-611 3765 #5381
  - Tue, Thu 2pm-3:50pm
- YL-611 3766 #5382
  - Tue, Thu 2pm-3:50pm
- YL-611 3767 #5383
  - Mon, Wed 6pm-7:50pm

#### Intermediate Spanish II
(T) $400 (includes $90 in fees*)
- YL-612 3769 #5385
  - Online

#### Intermediate Spanish III
(T) $400 (includes $90 in fees*)
- YL-613 3770 #5386
  - Tue, Thu 6pm-7:50pm

#### Foundational Turkish I
(T) $400 (includes $90 in fees*)
- YL-514 3750 #5363
  - Online

#### Foundational Turkish II
(T) $400 (includes $90 in fees*)
- YL-515 3751 #5364
  - Online

#### Intermediate Turkish
- YL-613 3770 #5386
  - Tue, Thu 6pm-7:50pm

#### Russian
- YL-511 3735 #5348
  - Mon, Wed 8am-9:50am
- YL-511 3736 #5349
  - Mon, Wed 5:30pm-7:20pm
- YL-511 3737 #5350
  - Tue, Thu 8am-9:50am
- YL-511 3738 #5351
  - Mon, Wed 10am-11:50am
- YL-511 3739 #5352
  - Tue, Thu 10am-11:50am
- YL-511 3740 #5353
  - Fri 11am-12:50pm
- YL-511 3741 #5354
  - Mon, Wed 12pm-1:50pm
- YL-511 3742 #5355
  - Tue, Thu 1pm-2:50pm
- YL-511 3743 #5356
  - Mon, Wed 2pm-3:50pm
- YL-511 3744 #5357
  - Mon, Wed 6pm-7:30pm Sep 14-Dec 15
- YL-511 3745 #5358
  - Laurel College Center
  - Mon, Wed 6:30pm-8:30pm Sep 3-Dec 15
- YL-511 3746 #5359
  - Online

#### Spanish
- YL-512 3737 #5350
  - Duncan Hall 224
  - Tue, Thu 8am-9:50am
- YL-512 3738 #5351
  - Academic Commons 217
  - Mon, Wed 10am-11:50am
- YL-512 3739 #5352
  - Duncan Hall 224
  - Tue, Thu 10am-11:50am
- YL-512 3740 #5353
  - Health Sciences Building 115
  - Tue 11am-12:50pm
- YL-512 3741 #5354
  - Duncan Hall 224
  - Mon, Wed 12pm-1:50pm
- YL-512 3742 #5355
  - Duncan Hall 321
  - Tue, Thu 1pm-2:50pm
- YL-512 3743 #5356
  - Duncan Hall 223
  - Mon, Wed 2pm-3:50pm
- YL-512 3744 #5357
  - Duncan Hall 223
  - Mon, Wed 6pm-7:30pm Sep 14-Dec 15
- YL-512 3745 #5358
  - Laurel College Center
  - Mon, Wed 6:30pm-8:30pm Sep 3-Dec 15
- YL-512 3746 #5359
  - Online

#### Turkish
- YL-612 3769 #5385
  - Online
SAT

Preparation for the SAT
Ages 15+. If you are planning to take the SAT, this updated course will prepare you for both the verbal and math sections. Verbal preparation will ask you to interpret the meanings of relevant words and phrases in context, utilize close reading to increase comprehension, and identify central ideas and themes of a text. The optional essay section will also be covered. Math preparation includes mastery of linear expressions, creating and solving equations, using ratios, percentages and units, problem solving, and data analysis. You should have completed Algebra II. Test taking tips will be covered. The class simulates a test-taking environment with practice tests and exercises. Textbook is provided. You must bring a calculator. This course is for high school students. $375 (includes $96 in fees*)

- Sat 9am-4:30pm, Sep 28-Oct 26
  - XK-132 1344  #4850
  - Hickory Ridge

Preparation for the SAT Verbal Test
Ages 15+. If you are taking the SAT and only need preparation in the verbal section, you should take this updated course. Verbal preparation includes vocabulary and reading comprehension such as understanding the author’s message, rhetoric, synthesis, and understanding relationships in passages. Test taking tips will be included. The class simulates a test-taking environment with practice tests and exercises. Textbook is provided. This course is for high school students. $269 (includes $94 in fees*)

- Sat 9am-1pm, Sep 28-Oct 26
  - XK-134 1346  #4852
  - Hickory Ridge

Preparation for the SAT Math Test
Ages 15+. If you are taking the SAT and only need preparation in the math section, you should take this updated course. Math preparation includes multi-step problems with applications in science, social science, career scenarios, and other real-life contexts. You should have completed Algebra II. Test taking tips will be included. The class simulates a test-taking environment with practice tests and exercises. Textbook is provided. You must bring a calculator. This course is for high school students. $239 (includes $94 in fees*)

- Sat 1:30pm-4:30pm, Sep 28-Oct 26
  - XK-133 1345  #4851
  - Hickory Ridge

College Placement

Preparation for Math Placement Test Online
This course is an online version of Preparation for the Math Placement Test. Basic knowledge of fractions, decimals, and percents is required. $145 (includes $70 in fees*)

- Mon Oct 7-Oct 28
  - YD-266 9033  #4935
  - Online
  - (Required on-campus orientation on Mon Oct 7, 5:30pm-6:30pm at Hickory Ridge)

Graduate School Entry Exams

Prepare For Graduate School Entry Exams Online
LSAT • GRE • GMAT

Teacher Education

Praxis Core Review: Math Test
This Praxis CORE Review Course is designed to help you prepare for the Praxis Math Test. Passing scores on a basic skills test (Praxis, SAT, ACT, GRE) are required for: 1) an AAT degree, 2) admission to a four-year Teacher Education program, and 3) teacher certification in Maryland and most other states. You must pass the Praxis exam if they have not received passing scores on another basic skills test. Conditional teachers and teacher education majors could benefit from this course. (T) $270 (includes $60 in fees*)

- Fri 9am-4pm, Oct 11
  - YD-402 9034  #4936
  - Hickory Ridge 110

Drops can be made online via HCC Express (howardcc.edu/gohccexpress). If the class is dropped by the Monday two weeks prior to the class start date, 100% refund of tuition and fees will be issued. For drops processed after two weeks before the class start date and before the first day of class, fees will be withheld. No refunds will be given on or after the class start date. Refunds will not be made for non-attendance.
Praxis Core Review: Reading & Writing Test
This Praxis CORE Review Course is designed to help you prepare for the Praxis Reading/Writing Test. Passing scores on a basic skills test (Praxis, SAT, ACT, GRE) are required for: 1) an AAT degree, 2) admission to a four-year teacher education program, and 3) teacher certification in Maryland and most other states. You must pass the Praxis exam if they have not received passing scores on another basic skills test. Conditional teachers and teacher education majors could benefit from this course. (T) $270 (includes $60 in fees*)

KO 9am-4pm, Oct 12
YD-404 9035  #4937 Hickory Ridge 110

Additional Professional Development Opportunities for Teachers

Professional Development Online Courses for Teachers
(K-12 and adults)
- Teaching Students with Autism
- Teaching Students with ADHD

ESL Tutor Certification
Hybrid training for tutors who would like to teach English at home and abroad! See page 51.

KIDS ON CAMPUS

Ages 6-10 (Youth)

Python Programmers 😊
Ages 8-10. Want to learn the world’s fastest growing programming language favored by Google, NASA, YouTube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! You will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. Offered in cooperation with Black Rocket Productions, LLC. $215 (includes $70 in fees*)

Sat 9am-4pm, Oct 12
YD-404 9035  #4937 Hickory Ridge

Ages 11-17 (Tweens & Teens)

Python Programmers 😊
Ages 11-14. Want to learn the world’s fastest growing programming language favored by Google, NASA, YouTube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! You will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. Offered in cooperation with Black Rocket Productions, LLC. $215 (includes $70 in fees*)

Sat 9am-12pm, Oct 26-Nov 16
XK-451 1342  #4848 Hickory Ridge

Learn more about the HCC Educational Foundation. Visit howardcc.edu/donors or call 443-518-1970.
Arts, Crafts & Photography

Classical Drawing
This course is a study of the technical, realistic skills of drawing. It is suitable for beginner to intermediate levels. Upon completing the class, you will be able to center a composition, render objects reasonably in proportion and perspective, and execute the four elements of shading. With still-life as the subject matter and graphite pencils as the media, you will learn how to begin and complete a large finished drawing. The first class is devoted to a detailed lecture, with examples, of the entire drawing process from development to review. A supply list will be provided and discussed as well. Instructor Jennifer Littleton is a graduate of MICA, experienced teacher, founder of the Littleton School of Art, and member of the Charcoal Club of Baltimore. Note: Cost of supplies estimated at $50. Enroll early, class size is limited to 10. $170** (includes $40 in fees*)
- Wed 6:30pm-8:30pm, Nov 6-Dec 11 (No class Nov 27)
  XE-011 6061   #4922 Centennial High School
- Tue 6:30pm-9pm, Sep 17-Oct 22
  XE-155 6077   #1855 Horowitz Arts Center
- Tue 6:30pm-9pm, Oct 29-Dec 10 (No class Nov 26)
  XE-155 6098   #1856 Horowitz Arts Center

Introduction to Zentangle
Discover an elegantly simple drawing technique that inspires creativity and mindfulness. Develop beautiful, personalized art by combining repetitive patterns, taught one stroke at a time. Learn the basic steps of the zentangle method to explore pattern and design to create non-directional, non-representational works of art. This fun and relaxing ‘workshop’ is ideal for novices and artists alike. All materials provided by the instructor, Julie Allison. $55** (includes $50 in fees*)
- Tue 6:30pm-9pm, Nov 12
  XE-497 6074   #0829 Centennial High School

Henna Basics: The Art of Body Painting ★NEW!★
Develop a foundational knowledge of the history, safe practices, tool preparation, and basic design elements of this temporary body art style. You will participate in hands-on practice in mixing henna paste and creating a basic design, discuss strategies for creating a new revenue stream, and gain resources for expanding your practice of henna. Instructor: Tarsheka Thompson. $55** (includes $50 in fees*)
- Thu 6:30pm-8:30pm, Sep 19
  XE-012 6063   #4927 Hickory Ridge
- Sat 10am-12pm, Nov 9
  XE-012 6064   #4928 Hickory Ridge

Drawing From Collage ★NEW!★
Artists such as Robert Rauschenberg, Jean Dubuffet, and Pablo Picasso are known for their works that jumble together different images, textures, and patterns. Their chosen combinations allow these artists to convey moods, places, and even ideas! In this class, you’ll learn how to create collages, incorporating your own photos, fabrics, and objects, that will then become your reference for soft pastel or charcoal drawings. Expect to create partially abstract works that reflect your favorite things! A materials list will be given out at the first session. Instructor: Kara LaRose. $135** (includes $50 in fees*)
- Wed 6:30pm-8:30pm, Nov 6-Dec 11 (No class Nov 27)
  XE-011 6061   #4922 Centennial High School

Abstract Painting
Abstract painting has been a genre in the art world for the last several centuries. Creating it can be both challenging and exciting. This course will teach the basics and enable you to create your own work of art. Learn how to start, how to apply paint and how to recognize when your painting is complete. Using acrylic paint, you will learn multiple abstract techniques including pouring, splatter painting and broken brushwork to create multiple small works. All levels of experience welcome. Instructor: Kara LaRose. $129** (includes $65 in fees*)
- Tue 6:30pm-8:30pm, Sep 17-Oct 8
  XE-211 6076   #4944 Centennial High School

Drawing Techniques: Botanics
Vincent van Gogh, Georgia O’Keeffe, and Claude Monet all chose floral subject matter throughout their careers because of the forms, textures, and colors unique to botanics. This course will teach you to replicate multiple organic forms and textures using charcoal and soft pastels. Plant and floral imagery will be the focus of observational drawing and a variety of stylistic approaches will be covered. All levels of experience welcome. Limited enrollment. Register by Oct 11. Instructor: Kara LaRose. $135** (includes $50 in fees*)
- Tue 6:30pm-8:30pm, Oct 15-Nov 12
  XE-340 6062   #4924 Centennial High School

COURSE NOTES
* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Foundations of Realistic Watercolor Painting
Jennifer Littleton, founder of the Littleton School of Art, international award-winning water-colorist, exhibitor with the American Watercolor Society (AWS) and the National Watercolor Society (NWS) and MICA graduate, will guide you through an intensive study of realistic watercolor. The first class is devoted to a detailed lecture, with examples, of the entire painting process from development to review. A supply list will be provided and discussed. In the following weeks, through discussion, demonstration and practice, you will learn to render a detailed line drawing, transfer it to watercolor paper, and practice flat washes with flat and round brushes. You will create one monochromatic painting. Materials list will be distributed at the first class. Enroll early, class size limited. Note: Cost of supplies estimated at $100. $170** (includes $40 in fees*)

- Wed 6:30pm-9pm, Sep 18-Oct 23
  XE-224 6078  #1862 Horowitz Arts Center
- Wed 6:30pm-9pm, Oct 30-Dec 11 (No class Nov 27)
  XE-224 6079  #1863 Horowitz Arts Center

Crochet for Beginners ★ NEW! ★
Learn the timeless craft of crochet! Gain skill and understanding of techniques, terminology, materials, and patterns while creating a simple project. Over the course of three sessions, practice your new talent and take your skills further with guidance from instructor Tory Blackmon. A hook and skein of yarn will be provided for you as part of this course. $55** (includes $50 in fees*)

- Sat 10am-10:45am, Sep 21-Oct 5
  XE-265 6060  #4921 Hickory Ridge

Glass Fusing: Pins, Pendants and Bracelets
Create beautiful, wearable works of art using fusible glass, dichroic glass, frit and mosaic pieces. Join Pat Stein, an experienced instructor in all things glass, to make jewelry for yourself and/or to give as a gift. Materials and supplies will be provided and the instructor will fire pieces and arrange for a pickup at Hickory Ridge. Class size limited, so register early. Absolutely no experience is needed. $89** (includes $65 in fees*)

- Sun 10am-1pm, Nov 3
  XE-252 6080  #1864 Hickory Ridge

Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Lunch will include a discussion of basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual, and a bag lunch to class. Instructor: Walter Calahan. Enroll early, Class size limited to 12. $109** (includes $40 in fees*)

- Sat 9:30am-2:30pm, Oct 12-Oct 19
  XE-448 6075  #0823 Health Sciences Building

Dancing

Club Salsa/Merengue
Learn some of the most popular Latin dances today, dancing to rhythmic salsa and merengue music. These fast-paced dance styles are great exercise and a lot of fun in social settings! Raymond Clifton, an experienced instructor has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. No partner necessary. $75** (includes $40 in fees*)

- Wed 7:30pm-8:30pm, Sep 18-Oct 23
  XE-483 6086  #1887 Howard County Historical Society Museum
  (For directions to Howard County Historical Society Museum, call Raymond Clifton at 443-878-9596. You may also see page 76 for location information.)

Cha Cha and Nightclub Two-Step
Learn the nightclub two-step in addition to practicing the cha cha. This is a slow, beautiful dance, perfect for any dance venue—parties, weddings, dance or night clubs. It is characterized by long, lateral sweeping movements and can be danced on the spot or by moving around the dance floor to slow or medium tempo music. Please do not wear rubber soled shoes. No partner necessary. Instructor: Raymond Clifton. $75** (includes $40 in fees*)

- Mon 7pm-8pm, Sep 16-Oct 21
  XE-568 6085  #4633 Howard County Historical Society Museum
  (For directions to Howard County Historical Society Museum, call Raymond Clifton at 443-878-9596. You may also see page 76 for location information.)

Social Dancing: Foxtrot and Rhumba
Learn the basic dance steps of foxtrot and rhumba. Singles and couples alike learn to dance to some very popular music. Instructor Raymond Clifton has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. Please do not wear rubber soled shoes. No partner necessary. $75** (includes $40 in fees*)

- Wed 6:30pm-7:30pm, Sep 18-Oct 23
  XE-537 6087  #8076 Howard County Historical Society Museum
  (For directions to Howard County Historical Society Museum, call Raymond Clifton at 443-878-9596. You may also see page 76 for location information.)

Indian Bollywood Dance
Bollywood Dance, one of the hottest international dance styles, owes its popularity to the Hindi culture, art, and film industry from Mumbai (Bombay), India. Combining modern choreography with modified classical movements, it has evolved into a fun and energetic dance form, both aerobic and rich in variety. It is taught with emphasis on basic steps, flexibility and stamina, and ends with a dance that engages the mind and body. This class is for all skill levels and combines footwork, hand, and body movement. Please dress in loose, comfortable clothing. No partner necessary. Instructor: Renuka Gholap. $109** (includes $50 in fees*)

- Wed 7pm-8:15pm, Oct 16-Nov 20
  XE-348 6088  #4604 Centennial High School

Our language classes have moved!
See page 54 for more information about our new language and culture courses.
Music

Chorus (Major Ensemble)
Join this vocal ensemble which performs traditional and contemporary choral literature. Also available as a one-credit course (MUSP-131). $69** (includes $40 in fees*)

Tue 6:30pm-8:20pm, Aug 24-Dec 15
XE-531 6168 #1892
Horowitz Arts Center 140
(You are required to audition before registering. Contact Dr. Wei-Der Huang at whuang@howardcc.edu to arrange an audition.)

Finance & Investment

Passport to Retirement
This unique and comprehensive course focuses on the issues and financial concepts that are important to those approaching retirement or retirees. In straightforward language, this class is designed to help you gain a clear picture of the retirement you want, set realistic goals and objectives, calculate how much you will need to retire, invest for the future, overcome roadblocks that impede progress, help protect wealth and assets, and more. The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you need. Course includes a 135-page illustrated workbook. Couples may attend for a single registration fee. Class size limited, so register today! Instructor: Chris Gordon. $59** (includes $52 in fees*)

Tue 6pm-9pm, Oct 1-Oct 8
XE-344 6093 #1870
Gateway Campus

Thu 6pm-9pm, Oct 10-Oct 17
XE-344 6094 #1871
Hickory Ridge

Savvy IRA 401(k) Distribution Options
How do you plan to maximize your retirement benefits when you retire? This class will discuss tax reduction strategies to plan for a retirement income that will last a lifetime. You will learn to maximize your income during retirement, to recognize the importance of beneficiary designations, to address health care concerns and asset protection strategies, how to convert IRAs into Roth IRAs, and how to keep money in your IRAs using the stretch IRA concept. Instructor: Roger Desai. $54** (includes $45 in fees*)

Sat 10am-12pm, Oct 19
XE-604 6092 #1902
Hickory Ridge

Tax Planning Through Four Stages of Retirement
★NEW!★
Learn what’s involved in creating a tax strategy for your evolving retirement needs. Identify types of taxes you will face at various stages, understand tax impacts on Social Security and Medicare, and gain strategies to avoid overpayment and maximize your income. Join experienced instructor and financial planner Roger Desai for this informative class. Instructor: Roger Desai. $54** (includes $45 in fees*)

Sat 10am-12pm, Nov 9
XE-277 6065 #4933
Hickory Ridge

Baby Boomer’s Guide to Legacy Planning
In this six-step legacy planning process course, you will discuss traditional estate planning as well as the process of ‘generational planning’ which will allow you to convey your wisdom, insights and values to the next generation. The six parts of the course will include: incapacity planning, organizing records, identifying beneficiaries, formalizing your estate plan, creating your legacy and monitoring and managing your plan. Instructor: Roger Desai. $54** (includes $45 in fees*)

Wed 7pm-9pm, Oct 16
XE-502 6091 #1888
Hickory Ridge

Stock Options for Fun and Profit
What is one of Warren Buffet’s secrets of success? Stock options! They are often extremely misunderstood and frightening, but once understood, become very useful tools for investors. Options can be used to reduce an investor’s risk or to enhance returns in several different ways. This course will attempt to de-mystify options and provide investors with the tools they need to employ options in their own investment portfolios. Learn a new investment strategy for your financial toolbox! Instructor: Alan Myers. $69** (includes $40 in fees*)

Tue 7pm-9pm, Nov 5-Nov 19
XE-469 6095 #1886
Gateway Campus

History & Culture

Ancient Olympia
Let the games begin! Sports, religion, and politics converged in the ancient sanctuary of Olympia, Greece in 776 B.C. with a simple foot race dedicated to Zeus. Every four years, athletes, dignitaries, emissaries and tourists traveled to Olympia for the athletic-religious games that honored Zeus. Go back in time to learn what took place over the five-day period that attracted tens of thousands of people from all over the Greek-speaking world. These were not your modern Olympics! Instructor: Bill McGowan. $59 (includes $40 in fees*)

Tue 7pm-9pm, Sep 17-Sep 24
Xi-385 6005 #4952
Hickory Ridge
Ephesus and the Temple of Artemis
The famed ancient city of Ephesus, in Turkey's picturesque Aegean region, attracts some 2.5 million tourists and history buffs each year. The well-preserved ruins of this port city were added to UNESCO's prestigious World Heritage list in 2015. Considered one of the most important Greek trading centers, Ephesus suffered multiple attacks and was conquered many times. You will discuss the history of this city, and virtually explore the library of Celsus and the Temple of Artemis, one of the seven wonders of the Ancient world. Instructor Bill McGowan. $59 (includes $40 in fees*)

DNA: Trace Your Family History
Have you ever wondered to whom you might be related? The explosion of direct to consumer DNA test kits has opened the door to discovering your genetic makeup, your ancient origins, and potential family relationships. Genetic genealogy has emerged as an important tool for genealogists and family historians. This course will teach you about DNA, what tests are available, how to use your DNA results to find family and how to use it in your genealogical research. Instructor: Andrew Hochreiter. $110** (includes $40 in fees*)

New Genealogy on the Internet
In the past five years, thanks to advances in technology, there has been a revolution in the way genealogists do their research and record their findings. Come learn about the huge repositories available online, some free and others with fees, to preserve your legacy and to break through your brick walls. In addition, learn how you can contribute to the growing online resources to assist others in their quest and how to select genealogy software for your home. Instructor Davis Gardner is president of the Howard County Genealogical Society and brings a wealth of experience and knowledge to this topic. $132** (includes $40 in fees*)

DNA: Trace Your Family History
Have you ever wondered to whom you might be related? The explosion of direct to consumer DNA test kits has opened the door to discovering your genetic makeup, your ancient origins, and potential family relationships. Genetic genealogy has emerged as an important tool for genealogists and family historians. This course will teach you about DNA, what tests are available, how to use your DNA results to find family and how to use it in your genealogical research. Instructor: Andrew Hochreiter. $110** (includes $40 in fees*)

New Genealogy on the Internet II
Internet technology has done wonders for both amateur and professional genealogists. Join Davis Gardner of the Howard County Genealogical Society to take your next step in family research. Learn what to expect from DNA testing, how to handle elusive female ancestors and how to use maps to understand your background. This course requires some computer skills but New Genealogy on the Internet is not a prerequisite. $88** (includes $40 in fees*)

Home & Garden

Winter Options for Your Garden
Summer is over and fall has arrived. What to do with your garden? This class will help you explore options for your garden after the summer season has concluded. Discuss methods of putting your garden to rest, cleaning up, covering crops and mulching. You will also learn simple techniques to extend your season and provide yourself with winter vegetables. Instructor Christian Melendez is a farmer and teacher, and extremely knowledgeable about gardens and soil. $49** (includes $40 in fees*)

Home Staging
If you have plans to sell your home, this is the class for you! Learn simple and useful techniques like how to declutter, plan space, de-personalize and create enhanced photographs for online marketing and buyer showings. Optimize the value of your property in a competitive market. Instructor: Julie Allison. $50** (includes $40 in fees*)

Ms. Fix-It: Secrets of Home Repair
Do you feel helpless when confronted with a home repair? This limited hands-on class teaches you how to fix common household problems easily and safely. Enjoy the savings and satisfaction of learning tips, tools, and skills for simple jobs around the house. Topics include power tools, carpentry, plumbing, and electricity. Instructor: Patrick Boyer. $119** (includes $40 in fees*)

Master Watershed Steward Certification
Master Watershed Steward Certification prepares volunteers to help protect, restore, and aid in the conservation of local watersheds within their own communities. This course will teach the skills needed to assess residential stormwater issues such as: understanding soil profiles, GIS land application, and other citizen science based tools required to apply best management practices to help treat stormwater related conditions. In becoming certified, you will be a part of a network of local professionals and volunteers who work to reduce stormwater pollution. This course is offered in partnership with University of Maryland Extension and the classes will be held at University of MD Extension, 3300 N. Ridge Road, Suite 240, Ellicott City, MD. Additional field trips will be announced at the first class. 3.9 CEUs. $430 (includes $390 in fees*)

Howardcc.edu/ConEd  443-518-1700
Fall 2019  63
Beer & Wine Appreciation

Single Malts: Education and Tasting
Join Judge’s Bench owner and scotch expert Mike Johnson for two evenings of education and tastings. Learn about the history, distilling process and taste characteristics of single malts as well as the production regions and geography of Scotland. Discuss individual distilleries and understand the influence of location versus process and their effect on the taste of “liquid gold.” Participants must be 21 or older and present an ID. Meet at The Judge’s Bench, home of the largest collection of single malts in Maryland, located in historic Ellicott City. $149** (includes $100 in fees*)

- **Wed 7pm-9pm, Nov 6-Nov 13**
  - Judge’s Bench
  - XE-443 6081  #1881

Introduction to Wine
Do you enjoy wine but don’t feel confident in your knowledge of the subject? Join this class and overcome your insecurities. Discuss wine production, different types of wines, wine terminology, and other useful information. Examine different aromas and decipher wine labels to determine how various wines will taste. Discover varieties of California wines, as well as regional wines from France, Italy, and Germany. The class includes comprehensive tasting. Participants must be 21 or older. Do not wear perfume or cologne. Bring four glasses (not plastic), bottled water, salt-free crackers and napkins to class. Minimum of six students required. $119** (includes $65 in fees*)

- **Thu 6:30pm-9pm, Nov 7-Nov 14**
  - Hickory Ridge
  - XE-746 6082  #1909

Makeup

Professional Makeup for Beginners
Thinking about becoming a professional makeup artist? Bring your own makeup kit with clean brushes and learn what's needed to get started. The first class will explain the supplies needed, why and how to use them. The second class will be all about applications. You will apply full face makeup as you learn the professional techniques that will separate you from the novice makeup artist. Instructor Andi Bradshaw has over 30 years of experience in the cosmetology field. $66 (includes $65 in fees*)

- **Sat 9:30am-1:30pm, Sep 7-Sep 14**
  - Laurel College Center
  - XB-199 J1628  #5430

Advanced Professional Makeup
This is a continuation course of Professional Makeup for Beginners. Topics will include covering blemishes and tattoos, camouflaging birthmarks and pimples, practicing four types of primers, and using highlights to enhance and contourers to minimize. Learn to apply makeup based on the shape of a face, eyes, brows and lips. Have the opportunity to apply full face makeup including strip lashes and professional finishing touches. Bring a photo of a look you like along with your makeup kit and a lunch. Prerequisite: Professional Makeup for Beginners. Instructor: Andi Bradshaw. 9 CEU’s. $99 (includes $50 in fees*)

- **Sat 9:30am-1:30pm, Oct 5-Oct 12**
  - Laurel College Center
  - XB-135 J1629  #5431

Aquatics

Beginning Swimming - Adult
Adjust to the water and learn basic swimming skills such as treading water, floating, the crawl stroke, and rhythmic breathing. Please bring a towel and combination lock. Instructor Meredith Nichols has had extensive experience as an aquatics professional. $120** (includes $45 in fees*)

- **Mon 7pm-8pm, Sep 16-Dec 2**
  - Athletic & Fitness Center
  - XE-379 6067  #1872

Advanced Beginning Swim
This class provides a link between Beginning Swimming and Improving Stroke Techniques and Endurance. You will review beginner's skills; receive instruction in breaststroke, sidestroke, backstroke, and front crawl/freestyle; review lifesaving basics; and improve your endurance. To enroll, you must be able to swim the length of the pool (25 yards) using a front crawl stroke in good form with rhythmic breathing. Sign up now to build your confidence to move on to the next level! $153** (includes $45 in fees*)

- **Wed 7pm-8:30pm, Sep 18-Dec 11**
  - No class Nov 27
  - Athletic & Fitness Center
  - XE-736 6167  #1908

Improving Stroke Techniques & Endurance
To enroll, you must be able to swim the length of the pool (25 yards) using the front crawl stroke with rhythmic breathing. Stroke analysis is provided and you will learn to increase your endurance and improve your technique. Bring a towel and combination lock to class. Instructor: Meredith Nichols. $120** (includes $45 in fees*)

- **Mon 8pm-9pm, Sep 16-Dec 2**
  - Athletic & Fitness Center
  - XE-896 6071  #1912

Nia H2O (Water) Fitness
Nia H2O is a water fitness course that brings classical Nia the technique to the water enthusiast. Working out in an aquatic environment is a method to maintain health, stay in shape and not over-tax your joints. Nia cardio dance combines 52 simple moves with dance arts, martial arts and healing arts—body, mind and spirit. Water shoes are required and the pool depth will be four feet. Come splash the nia way! Instructor: Claudia Salomon. $79** (includes $45 in fees*)

- **Thu 5:30pm-6:15pm, Oct 17-Dec 12**
  - No class Nov 28
  - Athletic & Fitness Center
  - XE-549 6073  #1897

Water Aerobics
Enjoy vigorous water exercise to tone your body. This class provides cardio and strength training including exercises for your abs. Water appropriate weights will be used. Please register early due to limited space. $108** (includes $45 in fees*)

- **Wed 6pm-7pm, Sep 18-Dec 11**
  - No class Nov 27
  - Athletic & Fitness Center
  - XE-625 6068  #1907
Water Jogging
Water Jogging is a non-impact, aerobic, deep-water aquatic exercise course for all adults 16 and older. Water jogging is a total body workout, strengthening muscles especially in the back, legs, and arms. You should be comfortable in deep water in order to take this class. $108** (includes $45 in fees*)
- Mon 6pm-7pm, Sep 16-Dec 2
  XE-610 6072   #1904   Athletic & Fitness Center
- Thu 6:30pm-7:30pm, Sep 19-Dec 12 (No class Nov 28)
  XE-610 6069   #1903   Athletic & Fitness Center
- Fri 5:30pm-6:30pm, Sep 20-Dec 13 (No class Nov 29)
  XE-610 6070   #1905   Athletic & Fitness Center

Wellness: Body, Mind & Spirit

Proactive Aging: Arming Yourself With Knowledge ★NEW!★
As you proactively plan for your future, participate in this interactive guided discussion with experts in the field. Thoughtful planning and follow-through can help avoid a crisis should health care or housing needs change or life events force decisions to be made quickly. This course is designed to present a list of options, considerations and professional services available to help you put a plan in place, ready to be implemented if needed. Topics will cover the benefits and care costs of remaining in your home; the services available should you decide to downsize and relocate; the differences in housing options; and costs between continuous care retirement communities, assisted living and small residential homes for modest incomes. One person registers in advance, a family member may register in class and attend at no cost. Moderator Deborah Bakalich is a member of Senior Care Lifestyles, a true one-stop senior care resource center. $49 (includes $40 in fees*)
- Tue 6:30pm-8:30pm, Nov 5
  XE-284 6105   #5170   Hickory Ridge

Yoga and Living in Gratitude
The wisdom traditions encourage the practice of gratitude. Yet, we often forget to be grateful when our lives are filled with joy and ease, fresh water and abundant food, health and acts of kindness, and peace in our family. Is there ever a moment, whether positive, negative, or neutral—not what they want to happen or what think they should be happening—that is? Our exploration will help us touch the depths of what it is to be human via reflection and discussion, yoga poses and breathing, and meditation and deep relaxation. Please bring a yoga mat and blanket. Instructor: Helen Heffer. $170** (includes $40 in fees*)
- Thu 7pm-9pm, Sep 19-Dec 12 (No class Nov 28)
  XE-324 6161   #4599   Health Sciences Building

Gentle Yoga and Breath Awareness
Gentle yoga is designed for those who want to experience yoga in a gentle way, being conscious partners with the body to stretch, strengthen, and balance our bodies and our lives. Breath is used to enhance our experience of being mindful, awake, and aware. Please bring a yoga mat and blanket to class. Instructor: Helen Heffer. $170** (includes $40 in fees*)
- Sat 10:30am-12:30pm, Sep 21-Dec 14 (No class Nov 30)
  XE-452 6199   #9803   Health Sciences Building

Yoga Unpacked!
The new course is designed for both novice and experienced yoga students seeking to understand the fundamentals and experience the benefits of a personal yoga practice. Yoga pose fundamentals will be explored including synchronizing breath with movement, optimal alignment, core strengthening, flexibility and balance, and you will create a personalized yoga sequence for regular home practice. Poses will be adapted for individual abilities. Please wear loose, comfortable clothing and bring a yoga mat or blanket. Instructor: Maura Conley. $120** (includes $40 in fees*)
- Fri 9:30am-11am, Sep 20-Nov 8
  XE-452 6153   #1883   Health Sciences Building

Meditation, Yoga and the Practice of Compassion
Learning to meditate or to do a yoga pose skillfully is a doorway to compassion. Our own lives, our loved ones and our experiences offer the greatest opportunities for compassion to arise. As we deepen our practice, we come to heal ourselves and our world. Instructor: Helen Heffer. $170** (includes $40 in fees*)
- Sat 8:30am-10:30am, Sep 21-Dec 14 (No class Nov 30)
  XE-268 6169   #9733   Health Sciences Building

Introduction to Mindfulness Meditation
Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening in the moment, whether positive, negative, or neutral—not what they want to happen or what think they should be happening. Recognizing that unconscious thoughts, feelings, and behaviors can undermine emotional, physical, and spiritual health, you will learn techniques to reduce stress and stress-related disorders. The class will consist of a presentation, opportunity to participate in guided meditation, and time for discussion, questions, and answers. Instructor Jerry Hartman is a graduate of the certificate program of the Meditation Teacher Training Institute, Washington, D.C. $89** (includes $40 in fees*)
- Tue 7pm-9pm, Sep 17-Oct 1
  XE-119 6156   #1854   Hickory Ridge
- Tue 7pm-9pm, Oct 15-Oct 29
  XE-119 J1602   #5095   Laurel College Center
Personal Enrichment

Using Mindfulness Meditation to Increase Happiness
We often think happiness is dependent on external factors. We suffer from the “if only” disease, looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how love, kindness, generosity, and gratitude can help alter your outlook on life. Course includes meditation exercises and discussion. No previous meditation experience required. Instructor: Jerry Hartman. $59** (includes $40 in fees*)
Saturday 10am-2pm, Nov 9
XE-118 6158 #4498 Hickory Ridge

Nia the Technique: In Movement We Find Strength
Combining dance, martial arts, and mindfulness, Nia tones your body while transforming your mind. More than just a workout, nia is a holistic fitness practice addressing each aspect of your life—body, mind, and soul. You will discover, explore, unleash, and enhance your individual potential to live a healthy and meaningful life by engaging your senses and listening to your body. Nia cardio-dance workouts combine 52 simple moves with dance arts, martial arts, and healing arts to get you fit in 60 minutes. Each workout includes a warmup, sustained non-impact aerobic conditioning, strength training, cool down and stretching, leaving you energized. Wear comfortable clothing and bring soft-soled slippers if you choose not to go barefoot. Instructor: Claudia Salomon. $89** (includes $40 in fees*)
Saturday 9:30am-10:30am, Oct 19-Dec 14 (No class Nov 30)
XE-261 6164 #1865 Horowitz Arts Center

Qigong
The word qigong literally means skill or cultivation of vital energy (qi). Traditional Chinese medicine believes that good health is the result of a free-flowing, well-balanced qi (biorenergy) system, while sickness, pain or physical disorders are the result of qi blockage, or unbalanced qi in the body. Qigong practice helps to balance the qi system in the body and break the qi blockages to recover health. It helps you develop a more relaxed, harmonious state of mind and body; reduce stress; resist illness; and heighten sensitivity to your body’s internal organs along with developing an energetic ability to regulate your own health and vitality. You will focus on body posture adjustment and gentle movement, mind-focused relaxation, and breath regulation practice. Instructor: David Foulk. $109** (includes $40 in fees*)
Saturday 9am-10am, Sep 21-Nov 23
XE-435 6154 #1878 Horowitz Arts Center

T’ai Chi
Discover t’ai chi, a form of active meditation that promotes calming, centering, and self-control. Instructor David Foulk introduces you to this practice of meditation and physical exercise, consisting of carefully coordinated, slow, natural movements proven to strengthen your body and mind. When the chi flows in a balanced fashion, you enjoy better physical and emotional health, increased longevity and inner peace. This course is appropriate for beginning and continuing students. $109** (includes $40 in fees*)
Saturday 10am-11am, Sep 21-Nov 23
XE-843 6155 #1911 Horowitz Arts Center

Writing

Writing Fiction
This course is designed for beginning writers and those invested in finishing their current manuscript. If you’re not sure where to begin or you’re having trouble finishing that novel, author P.J. O’Dwyer will share an exciting and easy system to write and complete that story waiting to be put into words. Grab your readers from the first page and keep them engaged until the end with techniques such as crafting effective dialogue, developing dynamic characters, and creating believable descriptions and settings. In this six-week course, you will have the opportunity to share your story through critique and learn the do’s and don’ts of giving and receiving unbiased opinions, as well as how to use those comments to strengthen your writing. In the end, you’ll have the skill set to complete a manuscript and turn it into a finished novel. Title of required text will be shared on the first night of class. $134 (includes $45 in fees*)
Wednesday 6:30pm-8:30pm, Oct 16-Nov 20
Xi-202 6160 #1917 Centennial High School
Earn credits towards your degree—Fall classes still available!

**FALL** credit classes start **August 24**

APPLY TODAY!

[howardcc.edu](http://howardcc.edu)
MOTORCYCLE SAFETY

The Rider School offers classes for all levels of riders, including basic training (helmets and motorcycles provided) that is MVA-approved for the Maryland State licensing exam. The Rider School is one of the most popular programs at HCC, taught by experienced instructors.

Learn from the BEST
to ride your BEST!

At The Rider School™ you can expect to enjoy a superior class taught by some of the most knowledgeable and experienced instructors in the state. We are Maryland’s only school focused on lifelong learning.

Choose the leader—
Choose The Rider School

Motorcycle classes are offered March through November and can be completed in one to four days. To find out everything you need to know – and to register – visit riderschool.org. Be sure to read the other important information on the website. If you can’t find the answer to your question, email ride@howardcc.edu or call 443-518-4808.

The quickest way to register is online. For registration information, visit riderschool.org and select “Register” on the top left.

License-Earning Courses

Successfully completing one of these classes qualifies you for a Maryland Motorcycle (Class M) License. Course content is approved by the Maryland Motor Vehicle Administration (MVA) and meets or exceeds Motorcycle Safety Foundation (MSF) standards. Motorcycles are provided. Students must pass both a written and riding test to successfully complete the course. Written test is available in English only.

NOTE: Riding is not for everyone and some participants will not successfully complete the course. MVA rules require that students who do not achieve minimum performance standards cannot continue. There are no refunds. Classes are held rain or shine. Class times may vary.

All license-earning courses require the completion of a three-hour online component before class meets. Students will be required to bring proof of completion to class. Students must provide a valid email address at time of registration in order to receive instructions to access the online module. If you do not receive instructions one week before your class starts, please call 443-518-4808. Students may arrange for access to a computer, if needed, to complete this portion by also calling 443-518-4808.
Motorcycle Safety

Les Schultz
Meet Our Director & Instructor

Meet Les Schultz, director of the Rider School. Les joined us as an instructor in 2007, then became the operations manager for several years before managing the program. He loves working with students and is often praised for his skill in communicating with students who have a broad range of backgrounds and experiences, and emphasis on safety at all times. Les started riding in 1993 after completing a MSF beginning rider course and became an instructor in 1999.

Basic Rider Course (BRC)
This is the traditional beginner course consisting of two evenings of classroom and two days of riding. If you are new to riding, this is probably the course you want. To pick your class day and time, visit riderschool.org and click on “Class Schedule.” $345 (course fees total $290)

Absolute Beginner—Basic Rider Class (ABC)
This is the traditional Basic Rider Course, but with a smaller group and more individual attention. The ABC is for the beginning rider who wants the most personal instruction. If you are nervous about riding, this is the class for you. Two evenings of classroom and two days of riding. To pick your class day and time, visit riderschool.org and click on “Class Schedule.” $460 (course fees total $290)

BRC2
This is a one-day course for those 18 and older who owned and operated a street legal motorcycle in the past year. In addition to an online eCourse which must be completed prior to attending class, this one-day 8-hour course includes three hours of classroom instruction, a break for lunch and five hours on the range. Students are encouraged to use their own properly-registered and legally-transported motorcycles but may choose to use the program’s motorcycles instead. To pick your class date, visit riderschool.org and click on “Class Schedule.” $260 (course fees total $220)

Meet our instructors, hear from former students, and see what your first time on the range might be like!

View our Rider School videos that aired on Facebook Live at facebook.com/howardccconed.

Les Schultz
Meet Our Director & Instructor

Meet Les Schultz, director of the Rider School. Les joined us as an instructor in 2007, then became the operations manager for several years before managing the program. He loves working with students and is often praised for his skill in communicating with students who have a broad range of backgrounds and experiences, and emphasis on safety at all times. Les started riding in 1993 after completing a MSF beginning rider course and became an instructor in 1999.
History and Culture

Nefertari and the Valley of the Queens ★NEW!★
Explore the tomb of Queen Nefertari in the famous Valley of the Queens. Queen Nefertari was the first of the Great Royal Wives and great favorite of Ramesses II, one of the most powerful kings to rule Egypt. The tomb of Nefertari is one of the most beautifully painted tombs in all of Egypt and is often referred to as the Sistine Chapel of Egypt. You will explore this tomb in detail, accompanying Queen Nefertari on her transition to the next life and the trials she endured on her spiritual journey. You will also explore other tombs in the Valley of the Queens to highlight the power of the Egyptians’ belief in the afterlife and their unparalleled imagination and artistry as expressed in the tomb paintings. Instructor: Bill McGowan. $25 (fee based, no waivers)
- Wed 1pm-3pm, Sep 25-Oct 2
  XI-413 6539  #4892  Ellicott City 50+ Fitness Ctr

The Greek Myths ★NEW!★
The Greek myths provide intriguing insight into human nature while providing clues into the origins and significance of the ancient Greeks’ own culture and ritual practices. In this course, you will explore the fascinating stories of the Greek myths—stories that explain the creation of the world and the lives of the gods, goddesses, heroes and heroines. Starting with the birth of the world, through bloody wars like Troy and Thebes, heroic acts of Hercules and childish pranks by Hermes, and touching stories of motherly love in Demeter and Persephone - the scope of the Greek myths will astound and delight you. Instructor: Bill McGowan. $50 (fee based, no waivers)
- Wed 1pm-3pm, Oct 16-Nov 6
  XI-414 6540  #4893  Ellicott City 50+ Ctr

What Do I Pay?

60+ TUITION DISCOUNTS
Maryland residents age 60+ receive a tuition waiver for many classes. Fees are not included. All classes will have a total course price listed, with the included fees listed beside it in parentheses. Courses that are not eligible for tuition waiver will be noted with either ** or the statement that there are no waivers. All course numbers that start with an XE are not eligible for tuition waivers. Unless otherwise noted, students age 60+ pay only the fees in parentheses. You must be 60 when you register for the class in order to receive the discount.

For Example:
- $40 (includes $20 in fees) Age 60+ pay $20, under 60 pay $40
- $64 (includes $45 in fees) Age 60+ pay $45, under 60 pay $64
- $11** (fee based, no waivers) All ages pay the same

The Unexpected Books of the Bible
Students studying the Bible as literature often react to some books with the question, “How did these ever get into the Bible?” For this reason, one might call the following works the Bible’s unexpected books: Song of Solomon, Ecclesiastes, and Job. They challenge the more conventional content of the Hebrew Bible/Christian Old Testament. This course will examine the backgrounds and themes of these books, including what we know about their authorship and time of composition, the biblical genres into which they fit, and the nature of their pathway into what became sacred scripture for two major religions. For the first class, you should read all of the Song of Solomon and Ecclesiastes (both short works). For the second class, you should read the following parts of the book of Job: Ch. 1-14, Ch. 19, Ch. 29-34, and Ch. 38-42.

You should bring your Bibles with you to class. Instructor: Jean Sonntag. $25 (fee based, no waivers)
- Tue 1pm-3pm, Nov 12-Nov 19
  XI-374 6535  #1745  Glenwood Community Center

The Western Plains, 1846-1890 ★NEW!★
Join Roger Swartz, nationally acclaimed author and historian, for an insightful overview of the iconic images of the Western Plains. Learn about the contributions of explorer John Wesley Powell and the 100th meridian; the need for mountain men, wagon trains and trails; the destruction of the plains and the demise of the buffalo; and myths and realities related to “Custer’s Last Stand.” $75 (includes $45 in fees*)
- Wed 1pm-3pm, Sep 25-Oct 23 (No class Oct 16)
  XI-411 6538  #4891  Bain 50+ Center
Reconstruction, 1862-1876 ★ NEW!★
Engage in an in-depth exploration of a controversial and complicated era of our nation’s history. The Reconstruction Era was a significant chapter in the history of American civil rights. Join Roger Swartz, a nationally acclaimed author and historian, as he delves into the Civil War, emancipation, presidential policy, Northern reconstruction, Southern reaction, the North’s abandonment of Reconstruction, and more. $75 (includes $45 in fees*)
- Wed 9:45am-11:45am, Sep 25-Oct 23 (No class Oct 16)
  XI-410 6537 #4889 Glenwood Community Center

Forgeries and Fraud in the Art World ★ NEW! ★
Galleries and museums often create a calm and relaxing atmosphere to view art, but beneath the surface lurks a shadowy underworld. Famous artworks have sold for hundreds of millions of dollars, creating a massive demand in the black market for forgeries and stolen pieces. Looted art is also a contentious issue in the art market as institutions struggle to identify illegally obtained works and grapple with the morally ambiguous circumstances by which they may have come to own them. In this class, you will explore the sinister side to art, including thefts, forgeries, and vandalism of famous works. Instructor: Kara LaRose. $75 (includes $45 in fees*)
- Tue 2pm-4pm, Sep 17-Oct 8
  XI-415 6542 #4925 Ellicott City 50+ Fitness Ctr

The Estrogen Effect: Women in Art ★ NEW! ★
Female artists have been involved in making art since time began. Many art forms dominated by women have been historically dismissed as craft instead of being considered fine art. This course will explore several famous female artists and their contributions to art history. These artists include Artemisia Gentileschi, Mary Cassatt, Rosa Bonheur, Georgia O’Keeffe, Kathy Kollwitz, Frida Kahlo, Barbara Hepworth, and Louise Bourgeois. Instructor: Kara LaRose. $75 (includes $45 in fees*)
- Wed 2pm-4pm, Nov 6-Dec 4 (No class Nov 27)
  XI-359 6531 #4871 Glenwood Community Center

Creative Arts

Drawing for Beginners, Intermediate and Advanced Levels
This class will focus on a variety of drawing styles, from the realistic to the abstract. Special attention will be given to the area of portraiture. Beginners will be introduced to the basics of drawing, including exercises that appeal to both technical and creative components. Intermediate and advanced students will receive individualized instruction as they work to improve and refine their skills. Bring white paper and a pencil to the first class. Supply list will be distributed that day for independent purchase. Cost for supplies is about $20. Please register early. No tuition waivers for this course. Instructor: Ann Wilker $80** (includes $40 in fees*)
- Sat 9:30am-11:30am, Oct 5-Nov 2
  XE-653 6532 #4878 Elkridge 50+ Center

Oil Painting for All Levels ★ NEW!★
Oil paints have been a favorite medium of artists for hundreds of years because they allow painters greater capacity to blend and portray detail. In this course, students of all experience levels will gain knowledge and skills to improve their painting abilities in a variety of styles. Beginners will learn the basics of oil painting, including prepping the canvas, mixing colors, brush techniques, designing compositions, and depicting dimension. Intermediate and advanced painters will review these elements and receive individualized instruction based upon their particular skill sets, with a focus on choosing subject matter and conveying meaning. All skill levels are welcome in this fun, creative class! (Bring canvases, set of oil paints, set of paintbrushes, liquin, turpenoid and a small glass jar.) Instructor: Kara LaRose. $100** (includes $40 in fees*)
- Tue 2pm-4pm, Oct 15-Nov 12
  XE-272 6541 #4904 Glenwood Community Center

Pottery: Form, Function, and Design
The instructor, a professional potter, welcomes students of all levels to this class. You will enjoy the opportunity to shape your own creations as you work on a variety of projects. Learn about glazing, hand building and advanced decorating techniques. The materials fee will cover 15 lbs. of clay and glaze. You are responsible for purchasing additional clay and glaze. Limited enrollment so please register early! Instructor: Charlene O’Dell-Randolph. $130 (includes $90 in fees*)
- Fri 10am-12pm, Oct 4-Dec 20 (No class Nov 29)
  XI-655 7842 #1758 Bain 50+ Center
- Mon 10am-12pm, Oct 7-Dec 23 (No class Oct 14 & Nov 11)
  XI-655 6511 #1756 Bain 50+ Center
- Tue 10am-12pm, Oct 8-Dec 10
  XI-655 6512 #1757 Bain 50+ Center

Finance

Administering Estates in Maryland
Sooner or later, you or a family member may need to administer an estate in Maryland. Smart planning and preparation can save you and your family time, money, and stress during one of the most difficult times in life. Join Byron E. MacFarlane, register of wills, to learn about the probate process in Maryland. He will present valuable information about types of estates, the role of the personal representative, the importance of having a will, how to register a will, required documents for opening and closing an estate, probate fees, and inheritance and estate taxes in Maryland. There will be time for questions and answers about estates at the end of the class. $15** (fee based, no waivers)
- Fri 10am-12pm, Nov 1
  XE-389 6533 #4882 Health Sciences Building

COURSE NOTES
* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.

howardcc.edu/ConEd = 443-518-1700
Fall 2019 = 71
Wellness

Flourish! Journaling
There are two main tasks in the second half of life - in the years after age 50. You must release what is no longer true, needed, helpful, desired or valued; and you must allow new feelings, insights, creativity, and innovation to surface. Engaging in these tasks requires a new way of learning - from the “inside out.” This course explains and provides practice in the universal four-step process in each of the six stages of growth and development. The process begins with awareness, continues with acknowledgement of what is true for you, deepens with appreciative inquiry and results in “right action.” Bring paper, pencil and a folder and join Senior Adult Summer Institute (SASI) presenter and instructor Sandy Lundahl for six enlightening, exciting sessions. $60** (includes $40 in fees*)

Thu 1:30pm-3pm, Sep 19-Oct 24
XE-485 6534   #4883   Ellicott City 50+ Ctr

Onward! Transcendence  **NEW!**
This class is part of the series, “Onward! Timeless Stories from Around the World and Throughout the Ages.” Instructor Sandy Lundahl, MPH, MA, a doctoral student in gerontology at the University of Maryland, will share an amazing collection of elder-tales. These stories give voice to the subtle clues of how you continue to grow and develop throughout the second half of life. To complement these stories, you will hear stories, movies, songs, and poems related to the developmental tasks to master in the years after age 60. In this class the focus is on Transcendence: development that transcends, or goes beyond your familiar understanding of how the world works. $60** (includes $40 in fees*)

Thu 10am-12pm, Sep 19-Oct 24
XE-262 6536   #4885   Ellicott City 50+ Ctr

Aquatics & Fitness

Senior Water Exercise and Aquatic Training (SWEAT)
Are you looking for a way to work out without a lot of impact on your joints? In this class, you can improve physical fitness though exercise in an aquatic environment. A variety of workouts will be used in the shallow as well as the deep end of the pool. Swimming skill is not mandatory, but you should feel comfortable in the water. No tuition waivers for this course. $72** (includes $45 in fees*)

Fri 9am-10am, Sep 20-Dec 13  (No class Nov 29)
XE-173 6520   #1726   Athletic & Fitness Center
Fri 10am-11am, Sep 20-Dec 13  (No class Nov 29)
XE-173 6521   #1727   Athletic & Fitness Center

Beginning Swim – Adult
Adjust to the water and learn basic swimming skills such as treading water, floating, the crawl stroke, and rhythmic breathing. Instructor: Patty Colabucci. $72** (includes $55 in fees*)

Fri 11am-12pm, Sep 20-Dec 13  (No class Nov 29)
XE-379 6545   #5854   Athletic & Fitness Center

Senior Aquatic Wellness
Improve your fitness and health through shallow water aquatic exercise. Develop balance, strength, endurance and cardiovascular fitness through the use of buoys, paddles and noodles. Progress at your own pace! Classes meet in the HCC pool, Athletic & Fitness Center. New students should call 443-518-4971 to obtain an Emergency Information Form and Release, which must be on file with the instructor by the first day of class. Instructor: Patty Colabucci. $150 (includes $105 in fees*)

Mon,Wed 9am-10am, Sep 16-Dec 11  (No class Nov 27)
ZB-433 6514   #4861   Athletic & Fitness Center
Tue,Thu 10am-11am, Sep 17-Dec 12  (No class Nov 27)
ZB-433 6515   #4862   Athletic & Fitness Center

Dance not only allows creative expression and peace of mind, but is great exercise for your body. No partner needed.
Deep Water Fitness
For mature adults seeking a total body workout to increase aerobic capacity, muscular endurance, and flexibility without any impact or stress on the joints. Deep water training also offers improvements in balance and posture by creating a substantial challenge to the core muscles. You must be comfortable in deep water wearing flotation equipment that will be provided. No tuition waivers for this course. Pool depth begins at four feet. Instructor: Patty Colabucci. $150** (includes $45 in fees*)
Mon,Wed 10am-11am, Sep 16-Dec 11
(No class Nov 27)
XE-250 6516  #1728  Athletic & Fitness Center
Tue,Thu 11am-12pm, Sep 17-Dec 12 (No class Nov 29)
XE-250 6525  #1729  Athletic & Fitness Center

White Caps Advanced Aquatics ★ NEW! ★
Are you an active ager looking for challenging and invigorating aquatic exercise with a splash of fun? Join Patty Colabucci for this high intensity class that focuses on aquatic toning, cardio conditioning, strength and endurance training. Classes will take place in the shallow end for rebounding moves as well as in deeper water for participants who choose this challenge. No tuition waivers for this course. Pool depth begins at four feet. $150** (includes $45 in fees*)
Mon,Wed 11am-12pm, Sep 16-Dec 11 (No class Nov 27)
XE-291 6544  #5286  Athletic & Fitness Center
Tue,Thu 11am-12pm, Sep 17-Dec 12 (No class Nov 28)
XE-250 6525  #1729  Athletic & Fitness Center

Better Health and Wellness for Senior Adults
Learn how to improve your cardiovascular system, muscle strength and endurance, coordination, and balance. The instructor will combine fitness training with health education to improve your health and wellness. Instructor: Patty Colabucci. $88 (includes $48 in fees*)
Tue,Thu 1pm-2:20pm, Sep 17-Oct 24
XE-752 6518  #1739  Bain 50+ Center
Tue,Thu 1pm-2:20pm, Nov 5-Dec 17 (No class Nov 28)
XE-752 6519  #1740  Bain 50+ Center

Core Strength From a Chair
Strengthen your abs, obliques, lower back and more in this 30-minute core-focused class. All exercises will be done in a chair with the 50+ age population in mind. Flatten and strengthen your abs, stabilize the lower back, improve balance and coordination, enhance flexibility and promote better breathing. Class size is limited, please register early. Instructor: Christy Erwin. $25** (fee based, no waivers)
Mon,Fri 10:55am-11:25am, Sep 9-Oct 4
XE-424 6523  #1735  Bain 50+ Center
Mon,Fri 10:55am-11:25am, Oct 11-Nov 8 (No class Oct 14)
XE-424 6526  #1736  Bain 50+ Center
Mon,Fri 10:55am-11:25am, Nov 15-Dec 13 (No class Nov 29)
XE-424 6528  #4869  Bain 50+ Center

Optimal Fitness Training for Seniors
Join ACE certified instructor Christy Erwin for a moderate-intensity workout to improve your cardiovascular system, strength, flexibility, coordination, and balance. This class is appropriate for the active senior, and includes low impact aerobic exercise (35-45 mins.) followed by stretching and cool-down. Fifteen minutes is used for improving strength, and using hand weights while seated in a chair. The remaining time is spent on floor exercises for toning muscles and stretching. $88 (includes $48 in fees*)
Mon,Wed,Fri 9:30am-10:50am, Sep 9-Oct 4
XE-753 6522  #1741  Bain 50+ Center
Mon,Wed,Fri 9:30am-10:50am, Oct 11-Nov 8 (No class Oct 14)
XE-753 6524  #1742  Bain 50+ Center
Mon,Wed,Fri 9:30am-10:50am, Nov 15-Dec 16 (No class Nov 27 & 29)
XE-753 6527  #4866  Bain 50+ Center

Beginning Pickleball
Despite the odd name, pickleball is the fastest growing sport in the United States right now! Easy to learn and fun to play—it combines many elements of tennis, badminton and ping-pong. Join the fun! Learn the rules, scoring and techniques to get started or increase your skill if you are already playing. All ages and skill levels are welcome. Use our racquet or bring your own. Instructor Duane St. Clair founded and is active in the Howard County Pickleball Association. $60** (includes $45 in fees*)
Fri 1:30pm-3pm, Sep 20-Oct 25
XE-471 6529  #1737  Athletic & Fitness Center

Intermediate Pickleball
Now that you’ve learned the basics of pickleball, it is time to up your game! Improve the accuracy and consistency of your shots. Recognize the importance of court position and avoid making common mistakes. Instructor Duane St. Clair founded and is active in the Howard County Pickleball Association. Prerequisite: Beginning Pickleball (XE-471) or some league playing. Bring your own racquet. $60** (includes $45 in fees*)
Fri 3pm-4:30pm, Sep 20-Oct 25
XE-499 6530  #4870  Athletic & Fitness Center
GENERAL INFORMATION

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:
HCC is committed to providing an accessible education and supportive learning environment for all students. To help us meet this goal, all students with disabilities who require special accommodations must email the Division of Continuing Education at continuingeducation@howardcc.edu, three weeks before their first class begins so that we may provide suitable assistance. All information is kept confidential.

AGE REQUIREMENTS:
Anyone 16 or older may register on a first-come, first-served basis. Students under 16 may take noncredit courses listed for their age group under “Kids On Campus.”

BOOKSTORE:
Hours—Monday-Thursday 8:30am to 6pm and Friday 8:30am-3:30pm. Phone: 443-518-1400. Many textbooks can be ordered online; visit howardcc.bncollege.com.

CAMPUS CRIME REPORTS AND REGISTERED SEX OFFENDER INFORMATION:
In compliance with the Campus Sex Crimes Prevention Act, the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Higher Education Opportunity Act of July 2010, Howard Community College (HCC) is required to disclose certain timely and annual information about campus crime, public safety policies and procedures, campus law enforcement policies, emergency response procedures, and registered sex offenders. HCC must publish an annual report by October 1 that contains three years of campus crime statistics and certain public safety policy statements. Howard Community College makes this report available to all students and employees on the college website at howardcc.edu/services-support/public-safety/reports-forms/.

COMING ATTRACTIONS:
The Winter/Spring Schedule will be posted to our website (howardcc.edu/coned) in early November and mailed to all Howard County residences around Thanksgiving.

CONTINUING EDUCATION RECORDS:
If you want a record of the noncredit courses you have taken, you will need to submit a Record Request Form. Call 443-518-4823 or visit howardcc.edu/records and click on "Record Request Form." Information on all courses taken on or after July 1, 2003, will be included.

COURSE PROPOSERS AND TEACHERS:
To apply for adjunct faculty positions, visit hccjobs.org. Applications must be completed online and you can attach materials such as a resume. If you have an idea for a course, email continuingeducation@howardcc.edu.

CUSTOMCLASS:
This enrollment option allows you to enroll in credit classes without having to go through the credit admissions process or meet the normal course prerequisites. For more information, visit howardcc.edu/customclass or call 443-518-4404. For a copy of the Credit Schedule of Classes, call 443-518-1200.

EMERGENCY CLOSINGS:
If the college is closed, all classes held at HCC and the Gateway campus are canceled. When Howard County Public Schools are closed, classes held at those schools are canceled. Laurel College Center follows the weather closings and delays of Prince George’s Community College. To find out if the college is closed, opening late, or closing early, check the college’s website or call 443-518-1000 for information. To receive instant email or text message alerts, go to howardcc.edu/alert and subscribe to HCC’s Mobile Alert System. By subscribing for mobile alerts, you can receive instant notification of important campus information, including emergency announcements. If the college opens late or closes early, your class may meet for part of the time depending on when your class is scheduled to begin. For more details, please see the college’s closing policy, which is posted on the website when the college needs to close.

GIFT CERTIFICATES:
Give the gift of learning! The certificates can be for any dollar amount you choose and can be used like a check to pay for course costs at registration. Gift certificates can be purchased at the Cashier’s Office (RCF-200A).

HOLIDAYS:
The college will be closed September 2 for Labor Day, November 27-December 1 for Thanksgiving, and December 24-January 1 for winter break.

IDENTIFICATION CARDS:
Students who pay $125 or more in noncredit tuition and fees for the current semester are eligible for a student ID card for that semester. ID holders will be admitted during the current credit semester to the student computer labs, the library, the athletic center and weight room, and receive discounts to some Horowitz Center events.

TO GET AN ID CARD:
Bring an official College letter or receipt showing your College ID number and payment of $125 or more for the current semester to the Security Department on the first floor of the RCF Building.

LOST ID CARDS:
There is a $25 fee to replace lost cards.
GENERAL INFORMATION

OTHER PASSES:
A fitness center pass can be purchased by individuals who are not currently HCC students or staff. Six month, monthly and daily passes are available for purchase at the cashier’s office (RCF 200A). After purchasing the pass, the receipt must be presented at the front desk in the fitness center lobby. The handicapped entrance, located on the side of the Athletic and Fitness Center requires a special access card (inquire at front desk in the fitness center lobby for more information).

Regional Transportation Agency (RTA) monthly bus passes are available for purchase at the cashier’s office, located in RCF 200A. The cost for a monthly bus pass is $10. Students must be enrolled in the current semester at Howard Community College in order to purchase a bus pass. The cashier will confirm enrollment; noncredit students do not need to present a college ID.

OUTSTANDING BALANCE:
Students are responsible for following HCC financial policies regarding outstanding balances including returned checks, denied credit cards, and any other nonpayment of tuition. Students who do not pay all course charges may be sent to a collections agency and will be responsible for additional fees as well as the original charges. They will not receive certificates and are ineligible to continue at HCC. Fee charges can be found at howardcc.edu/pay-forcollege.

PARKING:
• HCC Main Campus: Parking is free and available in any of the lots with signs designating “Students” and in either of the parking garages. No sticker or special permit is necessary. Please observe the posted signs and do not park in the lots designated for faculty or staff or along any of the curbs painted red, as your vehicle may be ticketed or towed. Handicapped parking is conveniently located throughout campus.
• High Schools & Senior Centers: You may park in any unrestricted lots. Parking is free.
• Gateway Campus & Laurel College Center: Parking is free. Please observe the signs for appropriate spaces to use.

REFUNDS AND CANCELLATION:
Course withdrawal and request for a refund may be made online at howardcc.edu/coned/register or by phone at 443-518-1700. Refund amount, if any, will depend on the course and request date.

The college reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified. A 100% refund will be issued for any course the college cancels.

TEXTBOOKS (T) AND SUPPLIES (S):
A “(T)” or an “(S)” following a course description indicates a required or suggested textbook (T) or supplies (S). Texts are available in the HCC Bookstore and should be purchased before class. Instructors will provide students with a list of supplies at the first class meeting. For refunds, textbooks must be returned within the first week of class. Textbooks for courses running less than one week are not returnable. A receipt is required for all refunds.

TUITION:
Tuition must be paid in full at time of registration. Included in the total course cost is a $40 registration fee.
• In-county tuition for noncredit students is based on verification of Howard County residency. Additional criteria may be necessary for students taking credit courses.
• Out-of-county Maryland residents taking noncredit courses pay stated tuition plus $10 per course.
• Out-of-state residents pay stated tuition plus $20 per course.

TUITION WAIVERS:
Tuition is waived for students 60 years of age or older legally residing in Maryland. Waiver applies only to tuition, not to fees. If you qualify for the waiver, you only pay any fees listed in the course description. All courses with “XE” designations are not eligible for tuition waivers. (XE courses are not eligible for state funding to support instructional costs. Maryland residents 60 and over pay all course costs for such courses.) Tuition waivers for students with disabilities are available for some noncredit, continuing education workforce development, and life skills courses. View list of eligible courses at howardcc.edu/ssi or call 443-518-1700 for more information.

UPDATING YOUR PERSONAL INFORMATION:
To officially change a name, address, phone number, or email address, you must:
1. Complete a Change of Information Form online, available at howardcc.edu/conedinfo.
2. Submit form either in person or by mail to Division of Continuing Education & Workforce Development, 10901 Little Patuxent Parkway, Columbia, MD, 21044-3197. You may also fax the form to 443-518-4333. Proof of residency may be required for address changes.
Howard Community College (HCC) main campus
10901 Little Patuxent Pkwy, Columbia, MD

Academic Commons – HCC main campus

Anne Arundel Community College Center for Cyber and Professional Training
7556 Teague Road, Hanover

Athletic & Fitness Center - HCC main campus

Business Training Center (Gateway)
6751 Columbia Gateway Drive, Columbia

CCBC Catonsville
800 Rolling Road, Baltimore

CCBC Hunt Valley
11101 McCormick Road, #101, Hunt Valley

Centennial High School
4300 Centennial Lane, Ellicott City

Children's Learning Center - HCC main campus

Duncan Hall - HCC main campus

Elkridge 50+ Center
6540 Washington Blvd., Elkridge

Ellicott City 50+ Center & Ellicott City 50+ Fitness Center
9411 Frederick Road, Ellicott City

Florence Bain 50+ Senior Center (Bain 50+ Center)
5470 Ruth Keeton Way, Columbia

Gateway Campus - Columbia Gateway Building
6751 Columbia Gateway Drive, Columbia

Glenwood Community Center
2400 Rt. 97, Cooksville

Health Sciences Building – HCC main campus

Hickory Ridge Building
10901 Little Patuxent Parkway, Columbia
(next to the West Garage, on the southwest corner of the HCC main campus)

Horowitz Visual & Performing Arts Center (HVPA)
HCC main campus

Howard County Historical Society Museum
8328 Court Avenue, Ellicott City

Howard Hall – HCC main campus

Judge’s Bench
8385 Main Street, Ellicott City

Laurel College Center (LCC)
312 Marshall Avenue, Laurel

Please note that HCC is a smoke-free, tobacco-free campus.
Registration Information

Register now by choosing 1 of 4 easy options:

**Option 1: ONLINE (howardcc.edu/gohcexpress)**
Register and pay online—get immediate confirmation. No waiting or delays! Visit hccexpress.net. You will be registering as a “Noncredit/Continuing Education” student. Only returning students, and new students who live in Howard County, can use online registration. New out-of-county, out-of-state, or international students, and new students who qualify for a senior waiver must register for the first time by fax, mail-in, or walk-in.

**SEARCH TIP: ENTER ONLY ONE CRITERION:**
- Search only by Course Number (example: XH 177) OR
- Search only by Course (example: XH) OR
- Search only by Keyword or Topic

**REASONS WHY A CLASS MAY NOT SHOW UP ON YOUR SEARCH:**
- You entered too many criteria.
- The class has already started.
- The class is canceled.

**Option 2: FAX**
Fax your registration form and credit card information for VISA, MasterCard, American Express, or Discover (including account number and expiration date) to 443-518-4333. Credit card information must accompany faxed-in registration. (Please allow two days for processing.)

**Option 3: IN PERSON**
Visit the Registration Office in the Student Services Building, Room RCF-233. Hours: 8:45 am-7:00 pm Monday through Thursday; 8:45 am-5 pm Fridays.

**Option 4: MAIL**
Complete the registration form in the back of this brochure, enclose credit card information for Visa, MasterCard, American Express, or Discover OR a check payable to Howard Community College (put your name, address, home & business phones on the check), and mail to: Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044-3197, ATTN: Lock Box Cashier RCF-201. Caution! Since mail is the slowest method and classes fill quickly, this should be your last option. Please allow enough time for the mail to reach us before class starts.

*Tuition must be paid in full at time of registration.* Each course tuition includes a built-in $40 registration fee. Students who register by mail will receive an email registration confirmation.

**Have questions about registration? Call 443-518-4825 Mon.-Fri., 8:30am-5pm.**

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**Registration Information for ed2go and UGotClass.**

**ed2go**

**HOW TO REGISTER**

**Step 1:** Create an online account
Go to ed2go.com/howardcc and search for your class. Add it to your cart and proceed to checkout where you create your account.

**Step 2:** Submit your payment to HCC.
After your account is created, look for a confirmation registration email from Ed2Go (within one business day). Print the email registration form, fill it out, and submit your payment to HCC before the class start date by either fax or mail. (see above for fax/mail information)

Residents ages 60+ receive a $40 discount for each course.

**UGotClass**

**HOW TO REGISTER**

**Step 1:** Complete our noncredit registration form, located at the end of this publication, and fax or mail it to HCC along with your payment (see the back of this publication for mail and fax information). Please write “UGotClass Online” under the course number and remember to include your email address.

**Step 2:** Receive your login information from us by email close to the course start date.

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For a complete list of courses, descriptions, and prices, visit

**ED2GO:** ed2go.com/howardcc  •  **UGOTCLASS:** yougotclass.org/catalog.cfm/howardcc.

For more information, call 443-518-4680 or email nsharma@howardcc.edu.
Noncredit Registration Form

PLEASE PRINT NEATLY. NOTE that we do not accept registrations by email. This form will not be processed if submitted by email.

FAX: 443-518-4333 (see the other side of this form for mailing info)

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>TITLE</th>
<th>START DATE</th>
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Out-of-county Maryland residents add $10 per course.

Residents outside Maryland add $20 per course.

SENIORS (Maryland residents ages 60 and older only): Pay all fees listed in the course description. Exception: For XE courses, pay the full amount listed at the end of the course description.

TOTAL

I certify that the above information is true and correct, and I request the enrollment change(s) indicated above.

All charges due to Howard Community College (HCC) must be paid in full by the published payment due date. Students who are actively enrolled in the Tuition Payment Plan or have financial aid, military Tuition Assistance, veterans' education benefits, third party sponsors, and/or tuition waivers may be able to defer that portion of their balance. If the student’s full balance is not covered by these other sources for any reason, the student is responsible for the balance due. Past due balances are subject to collection and fees up to 25% of the original balance. Students whose accounts are delinquent will not be permitted to register for the next term or receive official transcripts and diplomas. HCC may require payment in the form of certified funds, such as cash, money order, credit card, or a cashier’s check.

FOR FAX-IN OR MAIL-IN: Please note that we do not accept registrations by email. This form will not be processed if submitted by email.
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Noncredit Registration Form

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FAX: 443-518-4333 (see the other side of this form for mailing info)

General Information

HCC Student ID#: (Please print neatly) __________________________ Date of Birth: _______ / _______ / _______ □ I am over the age of 16

Name: (Last) __________________________ (First) __________________________ (MI) __________

Address: (Street) ____________________________________________________________________________ Apt/Unit: __________

City: __________________________ State: ________ Zip: ________ County: __________________________

□ I have lived at this address for at least three months

Home Phone: __________________________ □ TDD

Cell Phone: __________________________

Business Phone: __________________________

Email Address: __________________________

□ My information has changed since my last registration: □ Name □ Address □ Phone □ Email

□ I have previously taken a class at HCC.

□ I am a Maryland resident age 60 and older and qualify for a tuition waiver. Not applicable to XE courses or fees.

Course Registration

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>TITLE</th>
<th>START DATE</th>
<th>TUITION + FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SAMPLE) XE-800 9783 #3492</td>
<td>(SAMPLE) Personal Landscaping</td>
<td>(SAMPLE) 11/1/17</td>
<td>(SAMPLE) $65</td>
</tr>
</tbody>
</table>

Out-of-county Maryland residents add $10 per course.

Residents outside Maryland add $20 per course.

SENIORS (Maryland residents ages 60 and older only): Pay all fees listed in the course description. Exception: For XE courses, pay the full amount listed at the end of the course description.

TOTAL

Students who register by mail or fax will receive an email registration confirmation.

□ I don’t want to receive registration confirmation emails.

Signature __________________________ Date __________

I certify that the above information is true and correct, and I request the enrollment change(s) indicated above.

All charges due to Howard Community College (HCC) must be paid in full by the published payment due date. Students who are actively enrolled in the Tuition Payment Plan or have financial aid, military Tuition Assistance, veterans’ education benefits, third party sponsors, and/or tuition waivers may be able to defer that portion of their balance. If the student’s full balance is not covered by these other sources for any reason, the student is responsible for the balance due. Past due balances are subject to collection and fees up to 25% of the original balance. Students whose accounts are delinquent will not be permitted to register for the next term or receive official transcripts and diplomas. HCC may require payment in the form of certified funds, such as cash, money order, credit card, or a cashier’s check.

FOR FAX-IN OR MAIL-IN: Please note that we do not accept registrations by email. This form will not be processed if submitted by email.

(check one) □ Visa □ Mastercard □ AmEx □ Discover

Card#: __________________________ Expiration Date: __________

Cardholder’s Name (Please print legibly): __________________________ Signature: __________________________
Scholarship for Workforce Training Certificate Programs

Take the next step in your career with a financial award by applying to our Workforce Development Sequence Scholarship. The scholarship, available through the Maryland Higher Education Commission (MHEC), is designed to provide a maximum award of $2,000 in financial assistance for approved noncredit certificate program courses that lead to employment, licensure, or job skill enhancement.

The following courses are currently eligible:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Professional (PMP)/Certified Associate in Project Management (CAPM) Certification Exam Prep &amp; Microsoft Project courses</td>
<td>4</td>
</tr>
<tr>
<td>Early Childhood &amp; Child Care Preschool 90 Hours: Child Growth &amp; Development and Preschool Curriculum</td>
<td>10-11</td>
</tr>
<tr>
<td>Introduction to Dental Assisting Theory &amp; Externship</td>
<td>32</td>
</tr>
<tr>
<td>Pharmacy Technician Training Theory &amp; Externship</td>
<td>33</td>
</tr>
<tr>
<td>Certified Nursing Assistant (CNA) Theory &amp; Clinical</td>
<td>34</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging (MRI) Technologist Certificate</td>
<td>37</td>
</tr>
<tr>
<td>Health Care Interpreter Program</td>
<td>38</td>
</tr>
</tbody>
</table>

The following are pending approval:
- Medical Coding Certification
- Medical Insurance Billing Certification
- Ophthalmic Technician Assistant
- Orthopedic Technician Assistant

To view the latest list of approved courses, visit howardcc.edu/cewdscholarship.

To apply, you must be:

- A Maryland resident, graduate of a Maryland high school, or active duty member of the U.S. military stationed, residing, or domiciled in Maryland.
- Able to provide your social security number.
- A first-time applicant.
- Enrolled in an MHEC-approved Workforce Development Sequence listed above that is related to job preparation, licensure or certification, and job skill enhancement.

These scholarships are awarded on a first-come, first-served basis and are contingent upon availability of funds. For more information, visit howardcc.edu/cewdscholarship.
Arts & Crafts
Drawing, Painting, Crochet, & More

Dance Classes
Salsa, Cha Cha, Foxtrot & Rhumba, & Indian Bollywood

Wellness Activities
Meditation, Yoga, Qigong, & T'ai Chi

Our personal enrichment classes are open to ages 16+. See pages 60-66.