Explore the benefits of swimming and staying fit with our aquatics courses.

PAGE 46

Find out how our courses can prepare you for hot tech jobs.

PAGE 14

Take advantage of our flexible, online child care training for home- and center-based providers.

PAGE 8
WHAT’S HAPPENING IN CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

**Early Childhood Education & Child Care**
Our brand new Child Development Associate (CDA) Capstone: Portfolio, Application & Exam Preparation Course will empower early childhood educators to take the next step on the path to career advancement. The nationally-transferable CDA is a credible and valid credential, recognized as a vital part of professional development.

**Computers & Information Technology**
Now is the perfect time to boost your knowledge of technology. Choose from our comprehensive class offerings on basic applications, databases, project management, desktop design, mobile and web development, and more.

**Personal Enrichment/60+**
It’s summer! Have some fun in one of our new classes—learn about honeybee care for beginners; improve your posture and balance through yoga; or dive into U.S. presidential history.

HOW CAN I FIND WHERE MY CLASS MEETS?
Building and classroom locations can be found at howardcc.edu/cedailyclassschedule.

Or, simply click on the Class Locations link on HCC’s Continuing Education website: howardcc.edu/coned.

WHAT’S INSIDE

Learn how to use your speaking voice for commercials, films, videos and more! Companies are looking for new voices like never before.

Start your career and earn a certification for one of the many in-demand health care jobs. Already in the health care field? Update your skills and increase your opportunities with a professional development class.

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2 BUSINESS SKILLS
2 Career Preparation
2 Marketing & Social Media
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7 Writing & Public Speaking
8 EARLY CHILDHOOD EDUCATION & CHILD CARE
8 Core Requirements
11 Online Credential Boosters Courses
12 Social-Emotional Learning
12 Child Health & Wellness
Ciao Bello! 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.

The Kids on Campus program provides summer enrichment education for youth ages 6 to 17. Choose morning or afternoon classes. Supervised lunch, and before and after care is available.
B U S I N E S S  S K I L L S
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 professionals in the business world today. Learn how to provide support by making daily routine plans, using phone etiquette, managing filing systems, handling information requests, and performing clerical functions such as receiving visitors, arranging conference calls, and scheduling meetings. .9 CEUs. $150 (includes $40 in fees*)

Tue, Thu 6:30pm-9:30pm, May 26-Jun 2
XA-301 M1824 #1924 Laurel College Center

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. .6 CEUs. $70 (includes $40 in fees*)

Sat 9am-4pm, Jun 13
XB-340 M1640 #1959 Laurel College Center
Sat 9am-4pm, Aug 8
XB-340 M1601 #1960 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 use 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*)

Jun 1-Aug 28
XO-933 4436 #1726 Online

Introduction to Social Media
Social media has become extremely popular because it allows people to discover, read and share news, information, and content to form relationships for personal and business purposes. It can take many different forms. In this class, we will get you started with a few of the most popular venues for business use, including Facebook, Twitter, LinkedIn, Instagram, and more. Find out why millions are finding social networking to be profitable both socially and professionally. $60** (fee based, no waivers)

Fri 9am-12pm, Jul 10
XE-302 8441 #1874 Gateway Campus Lab E
Mon 9am-12pm, Aug 3
XE-302 8443 #1876 Gateway Campus Lab E

Make Instagram Work for You
More than 25 million companies worldwide are already using Instagram for business, and more than 200 million users visit at least one business profile every day. In this course, we’ll cover the basics of using Instagram for your business or organization and show you how to plan, manage, and optimize your Instagram strategy. 3 hours. $60 (fee based, no waivers)

Fri 1pm-4pm, Jul 10
XA-391 8442 #1875 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*)

Jun 1-Aug 28
XO-900 4435 #1725 Online

Make the most of your summer!
The longer days and warmer weather make summer the perfect time to pick up a hobby, learn a new skill, or start that project you’ve been putting off. Dive into self-improvement with an online course! Check out some of these fun courses in marketing and social media, as well as others in writing, languages, and wellness, as well as business and programming.
ed2go.com/howardcc

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.

ed2go.com/howardcc
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 Project Management Book of Knowledge (PMBOK Guide). 1.2 CEUs. $595 (fee based, no waivers)
Mon, Wed 9am-4pm, Aug 3-Aug 5
XB-995 8400 #1824 Gateway Campus Rm 3

PMP® and CAPM® Certification Exam Prep
Workforce Development Sequence
Scholarship Eligible — See page 53.
Register by two weeks before the start date and receive a $200 early bird discount!

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 PMBOK Guide, which includes the 10 knowledge areas:
1. Project Integration
2. Project Scope
3. Project Schedule
4. Project Cost
5. Project Quality
6. Project Human Resource
7. Project Communications Management
8. Project Risk Management
9. Project Procurement
10. 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 Work Breakdown Structure (WBS) in defining the scope. You will learn about controlling the project schedule, the critical path method, Program Evaluation Review Technique (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. Please call 443-518-4973 for more information.
Tue, Thu 6pm-9:15pm, Sep 29-Nov 12
(Please call 443-518-4973 for more information.)

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.

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

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 443-518-4973.

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, Wed 6:30pm-9:30pm, Jun 15-Jul 1
XA-475 8302 #7166 Gateway Campus Lab C

howardcc.edu/ConEd 443-518-1700 Summer 2020 3
Human Resources

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, Strategy, Organization, and Workplace as well as a set of behavioral competencies.

Next class starts September 26.

Please call 443-518-4973 for more information.

SHRM Essentials of Human Resources Prep Course

Register by two weeks before the start date and receive a $100 early bird discount!

This is an introductory course offering a comprehensive overview of the key aspects of Human Resources (HR). It gives participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. Topics include: Human Resources, Talent Acquisition, Total Rewards, Learning and Development, Performance Management, and Employment Law. Standard refund policy does not apply. No refunds on or after the class start date. 1.8 CEUs. $640 (includes $390 in fees*)

Thu 6:30pm-9:30pm, Jul 23-Aug 27
XB-210 8401  #1825 Gateway Campus Rm 4

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*)

Jun 1-Aug 28
XO-929 4437  #1727 Online

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*)

Jun 1-Jul 31
XO-935 4438  #1818 Online

More Ways to Earn Professional Development Units (PDUs)!

Online Leadership, Supervision, and Management Classes

• Project Management Applications
• Introduction to Business Analysis
• Mastery of Business Fundamentals
• Fundamentals of Supervision and Management
• Leadership

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*)

- Jun 1-Aug 28
  XO-934 4434  #1724  Online

Accounting and Recordkeeping for Small Business
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. .6 CEUs. $70 (includes $40 in fees*)

- Sat 9am-4pm, Jun 13
  XB-593 M1644  #1964  Laurel College Center

COURSES DESIGNED FOR MANAGERS

These courses may be taken together as a series or individually to enhance your managerial skills.

Especially for Managers: Approaches to Dynamic Teamwork
Managers often say that teamwork has a life of its own—and it does! Come learn insights to effective teamwork and current thinking about new approaches to an age-old challenge! .4 CEUs. $100 (includes $90 in fees*)

- Thu 6pm-10:15pm, Jul 23
  XB-156 7724  #2467  Gateway Campus

Especially for Managers: Introspective Insights for Better Communication
All of us view the world through the prism of our personal experience. Come engage in exercises designed to help managers understand “where they come from” in order to engage with individuals in the workplace with differing backgrounds. .4 CEUs. $100 (includes $90 in fees*)

- Thu 6pm-10:15pm, Jul 30
  XB-155 7723  #2465  Gateway Campus

Managers and Conflict: Let’s Talk!
Managers report that conflict seems to be unavoidable in the workplace. Come share insights and learn indispensable communication tools for managers navigating conflict. You will have the opportunity to practice skills in role play. .4 CEUs. $100 (includes $90 in fees*)

- Thu 6pm-10:15pm, Aug 30
  XB-154 7722  #2463  Gateway Campus
HCC’s Apprenticeship Programs

Frequently used in trade occupations, apprenticeships combine an education with paid, on-the-job training. As an apprentice, you must be highly committed and able to work full time under the direction of a seasoned professional while completing rigorous study in the pursuit of certification in your chosen field.

Biomedical Engineering Technology Apprenticeship
Trains you for a career in preventive maintenance and on-site repair of medical equipment.
Three-year program.
Applications now being accepted.

Construction Management Apprenticeship
Prepares you to succeed in architectural, engineering, and general contracting jobs.
Two-year program.
Applications will be accepted in Fall 2020.

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) Apprenticeship
Trains HVACR professionals or those who are currently employed by a licensed HVACR company to become a licensed journeyman through HCC’s partnership with the Heating and Air Conditioning Contractors of Maryland.
Four-year program.

Information Technology (IT) Apprenticeship
Enables you to earn a security clearance while preparing you to succeed in IT professions.
Program length will vary.
Applications will be accepted in September 2020.

Visit our website for more information:
howardcc.edu/apprenticeships
Email questions to: apprentice@howardcc.edu
Basic Federal Tax Information for Small Business
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation's tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses. Instructor: Thomas Scurluck. 6 CEUs. $70 (includes $40 in fees*)

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*)

Voice-Overs: Now Is Your Time
In what could be the 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! 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 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*)

Mediation & Law
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 requirements under Maryland Judicial Rule 9-205. Instructor Barbara Williams, M.P.A, M.Ed., J.D. has a private practice in mediation and satisfies the Child Access Mediation requirements under Maryland Judicial Rule 9-205. Instructor subscribes to 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*)

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 in readers. 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*)

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 in readers. 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*)

Fundamentals of Technical Writing
Explore a career as a technical writer. Explore publishing and formatting techniques, develop graphics and templates, and learn 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*)

Looking to Improve Your Grammar for Your Job?
Register through CustomClass! Call 443-518-4404 for more information.
EARLY CHILDHOOD EDUCATION & CHILD CARE

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

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 Americans with Disabilities Act (ADA) (3 hrs.), Basic Health & Safety Training (5 hrs.)

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 in Child Care (3 hrs.), Basic Health & Safety Training (5 hrs.)

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 (5 hrs.)

Child Care Director:
Teacher 90 hrs. (above), and 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 in Child Care (if caring for under age two), and Basic Health & Safety Training

Core Requirements

Child Growth and Development 45 Hours

This certification course satisfies the child development half of the Maryland State Department of Education (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 Maryland (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* for online class, or $55 in fees* for classroom based)

Tue, Wed, Thu 6:30pm-9:45pm, Jun 9-Jul 9
ZB-707 7646   #7902
Children’s Learning Center 7
(In this section, all class hours are conducted in the classroom.)

ONLINE

Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for the Canvas online learning platform. Begin work on the start date.

Jun 15-Aug 3
ZB-707 7601   #8051   Online

Jun 15-Aug 3
ZB-707 7602   #8052   Online

Jun 15-Aug 3
ZB-707 7603   #8053   Online

Jun 15-Aug 3
ZB-707 7604   #8054   Online

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. This model introduces two new age-specific courses, for preschoolers and for infants and toddlers with online and classroom options. (See Social-Emotional Learning page 12.)

High Functioning Autism: Strategies for Success

Did you know that one in every 59 children is diagnosed with autism? Add to your teacher toolbox with this course on strategies for working with different learners. (See pg. 12 for course listing.)
Preschool Curriculum and Activities 45 Hours

Gain the skills necessary to work with infants and toddlers with school-age children. 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. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

ONLINE
Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date.

- Jun 17-Aug 5
  ZB-717 7010 #8060  Online
- Jun 17-Aug 5
  ZB-717 7012 #8061  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 teaching 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 and Activities 45 Hours course (consult your licensing specialist). You must successfully complete class assignments 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. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

ONLINE
Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date.

- Jun 17-Aug 5
  ZB-717 7007 #8048  Online
- Jun 17-Aug 5
  ZB-717 7008 #8049  Online
- Jun 17-Aug 5
  ZB-717 7009 #8050  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 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete 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*)

ONLINE
Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date.

- Jun 22-Aug 10
  ZB-717 7006 #8057  Online
- Jun 22-Aug 10
  ZB-717 7006 #8058  Online

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete 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. Required materials. Purchase either the access key with ebook or the access key and looseleaf book. 4.5 CEUs. $265 (includes $90 in fees*)

ONLINE
Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date.

- Jul 9-Aug 27
  ZB-673 7013 #8045  Online

LOOKING FOR A TEXTBOOK?

Textbooks and required materials for child care certification classes are available at the college bookstore or online at howardcc.bncollege.com. For a list of textbooks, email childcareclasses@howardcc.edu for an instant, automatic reply, or visit howardcc.edu/childcareclasses.
Early Childhood Education & Child Care

ON THE COVER

Learning That Fits Your Life

Our Child Care and Early Childhood Education courses combine the best of both worlds; the convenience of online learning with the availability of personalized guidance. Complete your weekly assignments in accordance with your own schedule. Contact your instructor during virtual office hours or anytime via email. Participate in class discussion boards with fellow online students. You can fulfill your core requirements with our 45 hour courses, boost your credentials with one of our specialty classes, and take advantage of our training on Maryland's new Pyramid Model for Social and Emotional Competence.

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*) ONLINE

You may begin this class anytime from 6/1/2020-8/14/2020. This is an online course that you complete at your own pace, with instructor guidance, and takes approximately 24 hours to complete (completion times may vary). Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with log in instructions for the Canvas online learning platform. Begin work on the start date. You will need access to a computer, the internet and email to take this course.

Jun 1-Aug 21
ZB-696 7015   #8047

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. Focus will be 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*) ONLINE

Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with log in instructions for the Canvas online learning platform. Begin work on the start date. Instructor’s contact information is listed in the syllabus of the online course.

Jul 27-Aug 10
ZB-654 7014   #8042

Professional Development Online Courses for Teachers
- Teaching Students with Learning Disabilities
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
Classes start Jun 17, Jul 15, and Aug 12.
Visit ed2go.com/howardcc or call 443-518-4680 for information. (Ed2Go classes are not eligible for MSDE continued training credit hours.)

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.

TAKING AN ONLINE CLASS?
- Be sure to include an up-to-date, personal email address when you register.
- Within 24 hours of registering, you will receive an automated email with login instructions.
- If you lose the instructions, email childcareclasses@howardcc.edu for the Canvas login instructions.
- Trouble accessing your online course? Contact the Help Desk at helpdesk@howardcc.edu.
### 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 summer class anytime between Jun 1 and Aug 14.
- Final deadline for course work is Aug 21.
- Within 24 hours of registering, you will receive an automated email 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.

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<tr>
<td><strong>Observation and Assessment Birth-12</strong></td>
<td><strong>Including All Children and the ADA</strong></td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td><strong>Required Course.</strong> MSDE Core of Knowledge: SN 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>ZB-725 7016 #8069 Online</td>
<td>ZB-722 7024 #8066 Online</td>
</tr>
<tr>
<td><strong>Supervising Children in Child Care</strong></td>
<td><strong>Supporting Children With Disabilities</strong></td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>MSDE Core of Knowledge: SN 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>ZB-751 7017 #8080 Online</td>
<td>ZB-720 7025 #8064 Online</td>
</tr>
<tr>
<td><strong>Positive Child Guidance and Discipline Theory</strong></td>
<td><strong>PROFESSIONALISM</strong></td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td><strong>Introduction to Environmental Rating Scales</strong></td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td>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)</td>
</tr>
<tr>
<td>ZB-726 7018 #8070 Online</td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td><strong>COMMUNITY CONNECTIONS</strong></td>
<td><strong>The Child Care Provider as a Professional</strong></td>
</tr>
<tr>
<td><strong>Cultural Competencies and Awareness</strong></td>
<td>MSDE Core of Knowledge: Pro 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Com 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td>ZB-721 7026 #8065 Online</td>
</tr>
<tr>
<td>ZB-732 7029 #8075 Online</td>
<td><strong>Conflict Resolution Strategies</strong></td>
</tr>
<tr>
<td><strong>Family &amp; Community Partnerships</strong></td>
<td>MSDE Core of Knowledge: Pro 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Com 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td>ZB-731 7027 #8074 Online</td>
</tr>
<tr>
<td>ZB-733 7030 #8076 Online</td>
<td><strong>Supporting Breastfeeding in Child Care</strong></td>
</tr>
<tr>
<td><strong>CURRICULUM PLANNING</strong></td>
<td><strong>Required Course.</strong> MSDE Core of Knowledge: 3 hrs. HSN. .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td><strong>Developmentally Appropriate Practice</strong></td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>ZB-729 7021 #8071 Online</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td><strong>Nutrition and Active Living</strong></td>
</tr>
<tr>
<td>ZB-724 7019 #8068 Online</td>
<td>MSDE Core of Knowledge: HSN 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td><strong>Resources That Guide Daily Planning</strong></td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>ZB-719 7022 #8063 Online</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td><strong>Playground Safety</strong></td>
</tr>
<tr>
<td>ZB-723 7020 #8067 Online</td>
<td>MSDE Core of Knowledge: HSN 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td><strong>Taking Learning Outside</strong></td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td>ZB-729 7023 #8072 Online</td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td><strong>Supporting Breastfeeding in Child Care</strong></td>
</tr>
<tr>
<td>ZB-727 7021 #8071 Online</td>
<td><strong>Required Course.</strong> MSDE Core of Knowledge: 3 hrs. HSN. .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td><strong>HEALTH, SAFETY &amp; NUTRITION</strong></td>
<td>Jun 1-Aug 21</td>
</tr>
<tr>
<td><strong>Nutrition and Active Living</strong></td>
<td>ZB-740 7032 #8078 Online</td>
</tr>
<tr>
<td>MSDE Core of Knowledge: HSN 3 hrs, .3 CEUs. $40 (fee based, no waivers)</td>
<td><strong>Supporting Breastfeeding in Child Care</strong></td>
</tr>
<tr>
<td>Jun 1-Aug 21</td>
<td><strong>Required Course.</strong> MSDE Core of Knowledge: 3 hrs. HSN. .3 CEUs. $40 (fee based, no waivers)</td>
</tr>
<tr>
<td>ZB-720 7025 #8064 Online</td>
<td>Jun 1-Aug 21</td>
</tr>
</tbody>
</table>
The Child Development Associate (CDA) Credential™ is the most widely recognized national credential in early childhood education (ECE) and is a key stepping stone on this path to career advancement. Howard Community College is offering a specific course designed to navigate through the application process with time to create the portfolio, and practice for the interview and demonstration. It is the final step in a detailed and thorough certification process.

Prerequisites: Successful completion of the following courses Child Growth and Development, Infant and Toddler Care, OR Preschool Curriculum and Activities, & Child Care Administration, or 120 hours of professional education covering the CDA's 8 subject areas. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbooks prior to class start date 2.2 CEUs. $250 (includes $90 in fees*)

### Social-Emotional Learning

#### High Functioning Autism: Strategies for Success

This course for professionals in the education or childcare career fields, will provide information, strategies, and resources for understanding children living with High Functioning Autism. Highlighted topics will include Learning Styles vs. Thinking Styles, brain development, and typical characteristics. .6 CEUs. $80 (includes $40 in fees*)

- **Sat 9am-3:30pm, Aug 8**
  - ZB-109 M1700  #2072
  - Laurel College Center

#### Pyramid Model for Social and Emotional Competence: Preschool

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wondered how you can help a child who has trouble getting along with others or making friends? Do you wish you could help a child who has trouble getting along with others or making friends? Have you wished you could help a child who has trouble getting along with others or making friends? Have you wished you had a better understanding of his/her behavior? The Pyramid Model for Social and Emotional Competence, you will 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. MSDE Core of Knowledge: 18 clock hours. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 1.8 CEUs. $199 (includes $90 in fees*)

### 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)

**ONLINE**

You may begin this class anytime from 6/1/2020-8/14/2020. Online course takes about 2 hours to complete (completion times vary.) Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with log in instructions for Canvas. You will need access to a computer, the internet and email to take this course.

- **Jun 1-Aug 21**
  - ZB-661 7031  #8044
  - Online

#### 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. You will learn how to set up and maintain a safe and healthy environment. Topics include supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. No fees refunded as of the first class date. No tuition refunded after the fifth class date. MSDE Core of Knowledge: 5 hrs. Health, Safety & Nutrition. .5 CEUs. $64 (includes $40 in fees*)

**ONLINE**

You may begin this class anytime from 6/1/2020-8/14/2020. Online course takes about 5 hours to complete (completion times vary.) Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with log in instructions for the Canvas online learning platform. You will need access to a computer, the internet and email to take this course.

- **Jun 1-Aug 21**
  - ZB-742 7033  #8079
  - Online

#### Medication Administration

Secure 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 National Association for the Education of Young Children (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, Aug 15**
  - ZB-737 7040  #8077
  - Hickory Ridge

### 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. 11)
- Supporting Breastfeeding in Child Care (see p. 11)
- Basic Health & Safety Training (see p. 12)

**Planning a staff professional day?**

To request on-site training at your center, call 443-518-4049.
Trade Occupations & Licenses

**CDL Learner’s Permit Prep**
This course will prepare you for the Maryland Motor Vehicle Administration (MVA), Commercial Driver License (CDL) Class: A or B CDL Knowledge permit test. The seven-hour course will cover the following topics: general knowledge, air brakes, transporting passengers, and, school bus and combination vehicles. It is recommended that you get a Commercial Driver License Manual at the local MVA office and read sections 1-6 & 10 prior to start of class. $100 (includes $40 in fees*)

- Mon, Wed 6pm-9:30pm, Jun 22-Jun 24
  2B-110 M1639  #1957  Laurel College Center
- Mon, Wed 6pm-9:30pm, Aug 17-Aug 19
  2B-110 M1600  #1958  Laurel College Center

**Real Estate**

**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*)

- Jun 17-Jul 24
  BD-343 4410  #1792  Online
- Jul 15-Aug 21
  BD-343 4411  #1794  Online
- Aug 12-Sep 18
  BD-343 4412  #1795  Online

**Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) Apprenticeship Program will return in Fall 2020.**

Application forms will be available this July. Visit our website for more information: howardcc.edu/hvacr

HCC also offers these earn-while-you-learn Apprenticeship Programs! (see page 6)

- Biomedical Engineering Technology
- Construction Management
- Information Technology
Computer Basics

Managing Your Files and Folders
Do you have trouble finding files on your PC? Are all of your files located in the "My Documents" folder? Learn how to 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*)

> Mon 9am-12pm, Jul 13
XA-773 8419  #1846  Gateway Campus Lab E

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*)

> Mon 9am-4pm, Jun 1
XA-703 8320  #1681  Gateway Campus Lab C
> Tue 9am-4pm, Jul 14
XA-703 8413  #1839  Gateway Campus Lab C
> Tue 9am-4pm, Aug 4
XA-703 8414  #1841  Gateway Campus Lab C

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*)

> Jun 17-Jul 24
XO-349 4377  #1757  Online
> Jul 15-Aug 21
XO-349 4378  #1758  Online
> Aug 12-Sep 18
XO-349 4379  #1760  Online

Email Basics and Outlook
Learn how to send and receive email and 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*)

> Mon 9am-4pm, Aug 10
XA-443 8429  #1857  Gateway Campus Lab C

Office Applications

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*)

> Thu 9am-4pm, Jun 4
XA-734 8339  #7198  Gateway Campus Lab C
> Fri 9am-4pm, Aug 28
XA-734 8430  #1859  Gateway Campus Lab C

Introduction to Microsoft Word
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 text in documents; using the default page settings; page breaks; and cover pages. 1.8 CEUs. $270 (includes $95 in fees*)

> Tue,Thu 6:30pm-9:30pm, Jun 9-Jun 25
XA-606 M1826  #1926  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*)

> Fri 9am-4pm, Jun 5
XA-782 8322  #1680  Gateway Campus Lab A
> Mon 9am-4pm, Jul 20
XA-782 8415  #1842  Gateway Campus Lab C
> Thu 9am-4pm, Aug 6
XA-782 8418  #1843  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*)
- Fri 9am-4pm, Jun 12
  XA-783 8324   #1679  Gateway Campus Lab C
- Mon 9am-4pm, Aug 17
  XA-783 8417   #1844  Gateway Campus Lab E

Microsoft® Word Level 3
Learn advanced techniques for working with Word such as using 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 hours .6 CEUs. $130 (includes $80 in fees*)
- Fri 9am-4pm, Jun 26
  XA-616 8325   #1678  Gateway Campus Lab A
- Mon 9am-4pm, Aug 31
  XA-616 8418   #1845  Gateway Campus Lab E

Introduction to Microsoft® Excel
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 $95 in fees*)
- Tue, Thu 6:30pm-9:30pm, Jul 7-Jul 23
  LA-607 M1828   #1929  Laurel College Center

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*)
- Mon 9am-4pm, Jun 15
  XA-865 8332   #1676  Gateway Campus Lab A
- Fri 9am-4pm, Jul 11
  XA-865 8423   #1850  Gateway Campus Lab E
- Tue 9am-4pm, Aug 11
  XA-865 8424   #1851  Gateway Campus Lab A

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. $230 (includes $115 in fees*)
- Mon, Wed 9am-4pm, Jun 22-Jun 24
  XA-877 8333   #1675  Gateway Campus Lab A
- Wed, Fri 9am-4pm, Aug 19-Aug 21
  XA-877 8425   #1852  Gateway Campus Lab E

Microsoft® Excel Level 4
This course is intended for advanced Microsoft Excel professionals who need to automate Excel spreadsheet tasks using Visual Basic for Applications (VBA). Prerequisite: Excel Level 3. 6 CEUs. $195 (includes $140 in fees*)
- Mon 9am-4pm, Jun 29
  XA-880 8334   #1674  Gateway Campus Lab A
- Thu 9am-4pm, Aug 27
  XA-880 8426   #1854  Gateway Campus Lab E

Intro to Microsoft® PowerPoint
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 PowerPoint 2019. .6 CEUs. $110 (includes $50 in fees*)
- Sat 9:30am-4pm, Jul 18
  LA-608 M1829   #1930  Laurel College Center

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*)
- Thu 9am-4pm, Jul 23
  XA-786 8427   #1855  Gateway Campus Lab E

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*)
- Wed 9am-4pm, Jun 17
  XA-787 8337   #1673  Gateway Campus Lab A
- Wed 9am-4pm, Aug 26
  XA-787 8428   #1856  Gateway Campus Lab A

Databases

Introduction to Microsoft® Access
This course introduces the Microsoft Access 2019 database program. The program enables you to design and create databases that allow for presentation, analysis, and sharing of data. Prerequisite: you should be familiar with using personal computers and have used a mouse and keyboard. 1.8 CEUs. $270 (includes $95 in fees*)
- Tue, Thu 6:30pm-9:30pm, Jul 28-Aug 13
  LA-524 M1826   #1990  Laurel College Center
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, Jul 7-Jul 9
  XA-874 8431 #1863 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, Jul 14-Jul 16
  XA-875 8432 #1865 Gateway Campus Lab A

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*)
- Thu, Fri 9am-4pm, Jun 25-Jun 26
  XA-422 8360 #7215 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*)
- Jun 17-Jul 24
  XO-211 4371 #1751 Online
- Jul 15-Aug 21
  XO-211 4372 #1752 Online
- Aug 12-Sep 18
  XO-211 4373 #1753 Online

HCC also offers these earn-while-you-learn Apprenticeship Programs!
(see page 6)

Introducing our New Biomedical Engineering Technology (BMET) Apprenticeship Program!
The first class will start in June 2020.

Applications should be submitted by April 17 for best consideration.
For more information, visit howardcc.edu/apprentice.
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, Jul 28-Jul 30
XA-803 8434 #1868 Gateway Campus Lab C

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 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 $100 in fees*)

Mon 6:30pm-9:30pm, Jun 22-Aug 10
XA-410 M1827 #1927 Laurel College Center

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 students who 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*)

Thu 9am-4pm, Aug 13
XA-807 8435 #1869 Gateway Campus Lab C

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*)

Jun 17-Jul 24
XO-209 4374 #1754 Online

Jul 15-Aug 21
XO-209 4375 #1755 Online

Aug 12-Sep 18
XO-209 4376 #1756 Online

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals
howardcc.edu/health-it

If you are currently working in the health care field or in the information technology field and are 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!

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.

Prerequisites:
Associate or Bachelor’s degree.

This hybrid course is a combination of face-to-face and online instruction.

For more information, please contact Beverly Johnson at bjohnson@howardcc.edu or call 443-518-4973.

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 $300 in fees*)

Tue, Thu 8:30am-4:30pm, Jun 2-Jun 4
XA-431 8305 #7170 Gateway Campus Lab A

More Online Database Courses
- Introduction to Database Development
- Introduction to Crystal Reports

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*)

- Jun 17-Jul 24
  X0-218 4359 #1739 Online

- Jul 15-Aug 21
  X0-218 4360 #1740 Online

- Aug 12-Sep 18
  X0-218 4361 #1741 Online

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*)

- Jun 17-Jul 24
  X0-358 4389 #1770 Online

- Jul 15-Aug 21
  X0-358 4390 #1771 Online

- Aug 12-Sep 18
  X0-358 4391 #1772 Online

Project Management
Microsoft® Project
Workforce Development Sequence Scholarship Eligible — See page 53.

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. $295 (includes $195 in fees*)

- Mon, Wed, Fri 9am-4pm, Jun 9-Jun 11
  XA-489 8407 #1831 Gateway Campus Lab E

- Mon, Wed, Fri 9am-4pm, Jul 14-Jul 16
  XA-489 8407 #1831 Gateway Campus Lab E

- Thu 6:30pm-9:30pm, Jul 30-Aug 20
  XA-489 8408 #1833 Gateway Campus Lab E

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. Prerequisite: Microsoft Windows and Microsoft Word experience. Six hours. 0.6 CEUs. $120 (includes $150 in fees*)

- Tue 9am-4pm, Jul 21
  XA-896 8438 #1872 Gateway Campus Lab A

Acrobat Forms
Learn to create and edit PDFs as well as taking advantage of one of the most powerful features available in Adobe Acrobat — forms. $99* (fee based, no waivers)

- Thu 1pm-4pm, Aug 20
  XE-707 8437 #1871 Gateway Campus Lab C

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*)

- Mon, Wed, Fri 9am-4pm, Jun 1-Jun 5
  XA-403 8354 #7209 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*)

- Wed, Fri 9am-4pm, Aug 5-Aug 7
  XA-919 8404 #1828 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, autotrace, and adding type and color to artwork. Prerequisite: Microsoft Windows experience. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

- Mon, Wed 6:30pm-9:30pm, Jun 15-Jul 1
  XA-475 8302 #7166 Gateway Campus Lab C

- Wed, Fri 9am-4pm, Jul 22-Jul 24
  XA-487 8406 #1830 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*)

- Tue, Thu 9am-4pm, Jul 14-Jul 16
  XA-489 8407 #1831 Gateway Campus Lab E

- Thu 6:30pm-9:30pm, Jul 30-Aug 20
  XA-489 8408 #1833 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*)

- Tue, Thu 9am-4pm, Jun 9-Jun 11
  XA-629 8312 #7560 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)

- Tue 6:30pm-9:30pm, Aug 12-Sep 8
- Wed 6:30pm-9:30pm, Jul 15-Aug 26

Digital Photography: Level 2
Learn how to take great photos using advanced manual exposure, lighting techniques (flash, reflective, natural), exposure bracketing, metering, custom white balance, compositional techniques and the use of props, taking better close-ups, group portraits, and great landscape and nature shots. Get the most out of your zoom lenses and learn some basic photo editing techniques. This class is perfect for those with a digital SLR (dSLR) or more advanced point-and-shoot digital cameras with aperture priority (Av-A) and or shutter priority (Tv-S) and Manual exposure (M) modes. You’ll have homework each week. There will be several shooting and lighting exercises. Bring camera, flash drive or memory card reader, cable to attach camera to computer, user manual, lenses, external flash, tripod, filters, etc., if you have them. Prerequisite: Digital Photography I and must know aperture and shutter priority. $200** (fee based, no waivers)

- Tue 6:30pm-9:30pm, Jun 23-Aug 2
- Tue 6:30pm-9:30pm, Aug 18-Sep 8

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*)

- Jun 17-Jul 24
- Jul 15-Aug 21
- Aug 12-Sep 18

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

Mobile Technology & Web Development

Blogging and Podcasting for Beginners
This course is for individuals with a new blog or anyone that is thinking about starting one. You will review content organization, blog maintenance and editing techniques, and compare popular blogging software 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*)

- Jun 17-Jul 24
- Jul 15-Aug 21
- Aug 12-Sep 18

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*)

- Jun 17-Jul 24
- Jul 15-Aug 21
- Aug 12-Sep 18

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*)

- Jun 17-Jul 24
- Jul 15-Aug 21
- Aug 12-Sep 18

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*)

- Jun 17-Jul 24
- Jul 15-Aug 21
- Aug 12-Sep 18
Computers & Information Technology

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

- Creating Mobile Apps with HTML5
  Classes start Jun 17, Jul 15, and Aug 12.
  Visit ed2go.com/howardcc or call 443-518-4680 for information.

Programming

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. 3 hours. $79 (fee based, no waivers)

- Fri 9am-12pm, Jun 5
  XA-395 8372   #1888
  Gateway Campus Lab C

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 Web pages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)

- Mon, Wed 6pm-8:30pm, Jun 15-Jul 1
  XA-397 8371   #1887
  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*)

- Tue, Thu 9am-4pm, Jun 16-Jun 23
  XA-396 8348   #7218
  Gateway Campus Lab C

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. $159 (includes $114 in fees*)

- Jun 17-Jul 24
  XO-325 4407   #1789
  Online

- Jul 15-Aug 21
  XO-325 4408   #1790
  Online

- Aug 12-Sep 18
  XO-325 4409   #1791
  Online

Introduction to C++ Programming
Learn to create, compile, link, and debug C++ programs. Topics covered include: C++ vocabulary; comparison of C and C++; Object Oriented Programming (OOP) concepts such as: classes and objects, encapsulation, inheritance, polymorphism, and data hiding; memory models; casting; data types; declaring variables; operators; using classes and objects; constructors and destructors; member variables and member functions; friend functions; static member variables and functions; and class libraries. Much of the class time is spent working with classes and objects. Prerequisites: C level 1 and 2, or working knowledge of C Programming. 1.8 CEUs. $495 (includes $290 in fees*)

- Mon, Wed, Fri 9am-4pm, Jul 20-Jul 24
  XA-406 8451   #1889
  Gateway Campus Lab A

Interested in learning more about 3-D printing?
Please call 443-518-4973.

Introduction to C++ for the Absolute Beginner

View the latest ed2go catalog at ed2go.com/howardcc.

Interested in Linux courses?

The Tech Industry Needs You!
According to the U.S. Bureau of Labor Statistics, employment opportunities in the computer and information technology field is projected to grow 12 percent by 2028—that means 546,200 new jobs. Presently, the median salary for computer and information technology occupations is $86,320 per year. Our Continuing Education and Workforce Development (CEWD) tech courses range from basic to advanced and cover a variety of topics including certification preparation for project management, networking, and cyber security. HCC’s convenient classes are offered days, evenings, weekends and online. Choose one that fits your schedule and start a hot career in this exciting industry.
## 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. Prerequisites: Introduction to C++ Programming. 1.8 CEUs. $495 (includes $290 in fees*)

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## C# Programming for the Absolute Beginner
Learn the fundamentals of C# programming. You will explore input/output operations, decision making, looping, object oriented programming principles, and sequential data files. 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*)

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<td>Aug 12-Sep 18</td>
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## 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. $140 (includes $95 in fees*)

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Computers & Information Technology

**CompTIA A+ Exam Prep**

CompTIA A+ Certification Prep prepares you 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. 4.0 CEUs. $1,320 (includes $1,000 in fees*)

- **Mon, Wed 6pm-10pm, Jul 6-Sep 2**
  - XA-499 8458   #2069  
  - Anne Arundel Community College
  - For more information, please call 443-518-4973.

**CompTIA Network+ Exam Prep**

Prepare for the Network+ Certification Exam. Focus on the six exam objectives: 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. $1,510 (includes $1,100 in fees*)

- **Tue, Thu 6pm-10pm, Jun 2-Jul 2**
  - XA-500 8373   #2070  
  - Anne Arundel Community College
  - For more information, please call 443-518-4973.

**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*)

- **Jun 17-Jul 24**
  - XO-351 4368   #1748  
  - Online
- **Jul 15-Aug 21**
  - XO-351 4369   #1749  
  - Online
- **Aug 12-Sep 18**
  - XO-351 4370   #1750  
  - Online

**IT & Cybersecurity Certification**

**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*)

- **Jun 17-Jul 24**
  - XO-399 4363   #1745  
  - Online
- **Jul 15-Aug 21**
  - XO-399 4366   #1746  
  - Online
- **Aug 12-Sep 18**
  - XO-399 4367   #1747  
  - Online

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**Discover CustomClass**

Don’t worry about grades, exams, prerequisites, placement tests or degrees. Take a credit class as a noncredit student.

Visit howardcc.edu to see the latest schedule of credit classes.

For more information:

- Visit ➤ howardcc.edu/customclass
- Email ➤ personalenrichment@howardcc.edu
- Call ➤ 443-518-4404
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*)

- Jun 17-Jul 24
  X0-135 4341 #1715 Online
- Jul 15-Aug 21
  X0-135 4342 #1716 Online
- Aug 12-Sep 18
  X0-135 4343 #1717

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*)

- Jun 17-Jul 24
  X0-136 4344 #1718 Online
- Jul 15-Aug 21
  X0-136 4345 #1719 Online
- Aug 12-Sep 18
  X0-136 4346 #1720 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*)

- Jun 17-Jul 24
  X0-137 4347 #1721 Online
- Jul 15-Aug 21
  X0-137 4348 #1722 Online
- Aug 12-Sep 18
  X0-137 4349 #1723 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 exam 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*)

- Jun 17-Jul 24
  X0-300 4350 #1730 Online
- Jul 15-Aug 21
  X0-300 4351 #1731 Online
- Aug 12-Sep 18
  X0-300 4352 #1732 Online

Information Technology Apprenticeship Program will return in Fall 2020! Offered in partnership with a national employer – earn a security clearance while preparing for an IT profession.

An application link will be available in September 2020. Visit howardcc.edu/apprentice for more information.

HCC also offers these earn-while-you-learn Apprenticeship Programs! (see page 6)
Computers & Information Technology

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*)

- **Jun 17-Jul 24**
  - XO-417 4353  #1733
- **Jul 15-Aug 21**
  - XO-417 4354  #1734
- **Aug 12-Sep 18**
  - XO-417 4355  #1735

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*)

- **Jun 17-Jul 24**
  - XO-106 4356  #1736
- **Jul 15-Aug 21**
  - XO-106 4357  #1737
- **Aug 12-Sep 18**
  - XO-106 4358  #1738
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

Advanced Facility/Outpatient Medical Coding

Workforce Development Sequence
Scholarship Eligible — See page 53.

This course trains you in hospital-based outpatient specialty areas and includes the reimbursement methodology of the Revenue Centers, Medicare Ambulatory Patient Classification, coupled with the coding assignment of the ICD-10-CM and the CPT/HCPCS for the outpatient. Like physician-based coding, outpatient coding also focuses on the physician’s documentation, with further emphasis on the technical components related to coding for the use of the specialty areas. Clinic coding for the outpatient, with its associated revenue, and much more will be taught in-depth.

You will gain a full understanding of working and coding for the outpatient hospital. Prerequisite: Advanced Physicians Medical Coding. Purchase required manual, HCPCS 2020 Level II Professional Edition from the HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of the course. Refunds issued only until the day before the class starts. No refunds on or after the class start date. (T) 8.3 CEUs. $699 (includes $525 in fees*)

| Mon, Wed 6pm-9:45pm & Sat 8:30am-5pm, Jun 1-Jun 29 |
| XH-224 7295  #6529 Gateway Campus |

(This course has an additional 22.5 hours of online assignments.)

Patient Care

Ophthalmic Technician Assistant Training

HYBRID

Workforce Development Sequence
Scholarship Eligible — See page 53.

This course provides both the theory and practical skills education required to work as an ophthalmic technician assistant. As an entry-level ophthalmic technician assistant, 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 a 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 call Jennifer Bukowitz at 443-518-4967 or Kathy Schultz at 443-518-4981 if you have any questions. Standard Refund Policy. Please note: You must take both Technician Training and Technician Clinical sections to receive a completion certificate. 10.0 CEUs. $1,225 (includes $740 in fees*)

| Sat 9am-4pm, May 2-Jun 13 |
| XH-580 7112  #7618 On Company Site |

(Mandatory orientation May 2, Hickory Ridge, TBD)

Medical Terminology

Explore a career in health care by learning key medical terminology. Topics include root terms, word associations, and word combinations. 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*)

| Jun 17-Jul 24 |
| XH-190 4392  #1773 Online |

| Jul 15-Aug 21 |
| XH-190 4393  #1774 Online |

| Aug 12-Sep 18 |
| XH-190 4394  #1775 Online |

Medical Coding

You will learn to use the Current Procedural Terminology (CPT) manual and the ICD-9-CM (an official system of assigning codes) 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*)

| Jun 17-Jul 24 |
| XH-419 4386  #1767 Online |

| Jul 15-Aug 21 |
| XH-419 4387  #1768 Online |

| Aug 12-Sep 18 |
| XH-419 4388  #1769 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*)

| Jun 17-Jul 24 |
| XH-190 4395  #1776 Online |

| Jul 15-Aug 21 |
| XH-480 4396  #1777 Online |

| Aug 12-Sep 18 |
| XH-480 4397  #1778 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.
Ophthalmic Technician Assistant Clinical

Clinical Internship for Ophthalmic Technician Training. You will spend one week working in an ophthalmic office. No refund five days prior to start date. 4.0 CEUs. $150 (includes $100 in fees*)

- Mon-Fri 8am-4pm, Jun 15-Jun 19
  XH-581 7113  #7639  On Company Site

Orthopedic Technician Assistant Training

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, Apr 26-Jun 14
  XH-701 7114  #8026  Online & Howard Hall 122

Orthopedic Technician Assistant Clinical Shadowing

Clinical shadowing experience will provide you with hands-on practice 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. 3.6 CEUs. $150 (includes $85 in fees*)

- Mon-Fri 9am-4pm, Jun 15-Jun 19
  XH-703 7115  #7617  On Company Site
Health Care

Certified Nursing Assistant: Theory & Clinical HYBRID

Workforce Development Sequence Scholarship Eligible — See page 53.

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. You must successfully complete both Certified Nursing Assistant Theory and Clinical to receive a certificate. You will be 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 time.

THEORY:
■ Sat 9am-4pm, May 23-Jun 20
  XH-651 7116   #7654  Howard Hall 122
  AND CLINICAL:
■ Mon-Fri 7am-4pm, Jun 15-Jun 19
  XH-652 7117   #7655  On Company Site

Advanced Patient Care Skills HYBRID

This course prepares certified nursing assistants to work in hospitals and other health care settings as part of a multidisciplinary 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 Certified Nursing Assistant (CNA) license. Textbook and workbook are included. Contact Kathy Schultz for additional information at 443-518-4981. No refund five days prior to start date: 9.2 CEUs. $1,255 (includes $670 in fees*)

■ Mon-Fri 9am-4pm, Jun 1-Jun 26
  XH-653 7605   #0893  Howard Hall 122

Summer Hybrid Boot Camps

Complete either accelerated training in just a few weeks in these easy steps:

CERTIFIED NURSING ASSISTANT:
You must register for both XH-651-7601 #1921 and XH-652-7602 #1922
$1535 (includes $740 in fees*)

1. Complete the online portion that begins on June 8.
2. Attend our in-classroom skills training: Howard Hall, Room 122, Mon-Fri 9am-4pm, July 6-July 10
3. Gain hands-on experience during a clinical rotation: Mon-Fri 7am-4pm, July 13-July 17

For more information and to receive a registration form, you must meet with program staff.

To get started, call 443-518-4981 or 443-518-4967.
CPR: Healthcare Provider
This course, taught using the most current material from the American Heart Association (AHA), is primarily for health care workers but is also 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 AHA. Fees charged do not represent income to the AHA. Contact Pierre Cox at pccox@howardcc.edu for additional information. No refunds five days before start date. .7 CEUs. $100 (includes $80 in fees*)

- Sat 8:30am-4pm, Jun 13
  XH-454 7337 #0888 Hickory Ridge
- Sat 8:30am-4pm, Jul 11
  XH-454 7049 #0887 Hickory Ridge
- Sat 8:30am-4pm, Aug 8
  XH-454 7039 #0885 Hickory Ridge

Dispensary Technician Overview About Medical Marijuana in Maryland
Learn about one of the most exciting industries in the healthcare field. Are you passionate about helping people? Becoming a certified Dispensary Technician (or “Bud-tender”) might be a career choice for you. This course will cover the skills and important aspects of medical cannabis needed to provide educated, compassionate recommendations to dispensary customers. Learn to work with patients to find the best delivery methods and products that suit their needs and ensure proper dosing and usage. As cannabis is highly regulated in Maryland, this course will also cover the important laws and regulations for compliance. Six hours. .6 CEUs. $199 (includes $149 in fees*)

- Fri 9am-4pm, Jun 19
  XB-603 8454 #1881 Gateway Campus Rm 3

Do you love animals and want to learn how to help them?
This course does not meet any prerequisites for certification, but may help you determine whether a veterinary assistant career is right 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. 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*)

- Jun 17-Jul 24
  XO-288 4413 #1796 Online
- Jul 15-Aug 21
  XO-288 4414 #1797 Online
- Aug 12-Sep 18
  XO-288 4415 #1798 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.
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 January 2021.
Applications now available.
For more information, please visit howardcc.edu/vascular-sonographer.

Introducing our New Biomedical Engineering Technology (BMET) Apprenticeship Program!
The first class will start in June 2020.

Applications should be submitted by April 17 for best consideration.
For more information, visit howardcc.edu/apprentice.

HCC also offers these earn-while-you-learn Apprenticeship Programs!
(see page 6)

- Construction Management
- Heating, Ventilation, Air Conditioning & Refrigeration
- Information Technology
Health Care Interpreter Program

Workforce Development Sequence Scholarship Eligible — See page 53.

Learn how to be a language interpreter in the health care industry! You must co-enroll in both the Orientation to Health Care Interpreting Training and the 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. $110. Course#YE-800.

- Sat 9am-1pm Aug 15
  Hickory Ridge

Interpreting in Health Care
This course provides training for bilingual individuals to develop the awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Basic knowledge of common medical conditions, treatments, and procedures will be taught. You will learn about bridging linguistic and cultural competency between clients and providers, which is a vital component in the art of interpretation. The course allows you to develop advanced skills in ethical decision making, memory development, patient advocacy, and listening ability. By the end of the course, you will be able to analyze and contrast cultural influences on health beliefs, choose and demonstrate the appropriate interpreting role based on the communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision-making process. $945. Course#YE-801.

- Thu 6:30pm-9:30pm and Sat 9am-3:30pm Sep 3-Dec 5
  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 7:30pm-9:30pm Winter 2021: Jan 7, Jan 21, Feb 4, Feb 18
  Dates and times for additional sessions will vary.
  Health Sciences Building
ADULT BASIC SKILLS
You are in the right place if you need a high school diploma, to qualify for college-level classes, or a refresher in math, reading, or writing skills.

SUMMER SESSION I CLASSES MAY 11-JUN 29, 2020
SUMMER SESSION II CLASSES JUL 6-AUG 13, 2020

Are you ready to get ahead?

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

Master the skills you need for work, life, and more at Howard Community College.

Our classes are:
• Taught by caring, experienced, and expert teachers.
• Filled with adults studying, just like you.
• Offered both day and night.

Take your first step with the high school diploma and adult skills programs at Howard Community College.

Call 443-518-1700 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.

Howard Community College
Hickory Ridge Building: Room 100
10901 Little Patuxent Parkway
Columbia, MD 21044
Find Your Path

Earn a Maryland High School Diploma

GED® Preparation – Take courses to prepare for the four sections of the GED®: language arts, math, science, and social studies.

National External Diploma Program (NEDP) – Work one-on-one at your own pace to demonstrate mastery of NEDP requirements using your personal knowledge and skills.

Refresh Your Knowledge For College, Work, Or Life

Take classes in reading and writing; mathematics; science; and, social studies.

General Information:

- High school diploma and skills courses are funded in part by the Maryland Department of Labor and the U.S. Department of Education.
- You must be at least 18 years old and officially withdrawn from school to register.
- Placement test(s) are required for all new students and will be given during registration. These determine which classes are right for you.
- In most cases, returning students will not need to take a placement test.

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)

SUMMER I 2020

May 5  Tuesday 5:30pm-6:30pm
May 8  Friday 11am-12pm
May 11 Monday 10am-11am
May 12 Tuesday 5:30pm-6:30pm

SUMMER II 2020

June 24  Wednesday 10am-11am
June 25  Thursday 5:30pm-6:30pm
June 29  Monday 10am-11am
June 30  Tuesday 5:30pm-6:30pm

Students may register for Summer II classes during Summer I registration sessions. Unless otherwise specified, Summer I classes run May 11-June 29, 2020. Summer II classes run July 6-August 13, 2020. 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 443-518-1700.

HAVE QUESTIONS ABOUT HIGH SCHOOL COMPLETION PROGRAMS?

Please email abe@howardcc.edu or call 443-518-1700 from 8:30 a.m. to 5 p.m.

High School Diploma / College Readiness

Reading and Writing

Language Arts Review II

This course is designed for students working towards earning their high school diploma. Topics include reading comprehension and analysis of a variety of texts and longer form writing. Free tuition. There is a $50 materials fee* collected at registration.

Language Arts Prep for GED®

This course is designed for students preparing to take the GED® Reasoning Through the Language Arts Test. Topics include reading and analyzing a variety of literary and informational texts; argumentative and persuasive writing; and, grammar. You will also learn about the testing environment and requirements. A payment of $100 is collected at registration ($10 tuition and $90 in fees*).

Math

Math Review II

This course is designed for students working towards earning their high school diploma or those needing a review to prepare for college-level mathematics. Topics include operations and word problems with fractions, decimals, and percentages; proportions; ratios; solving equations; area; mean, median, and mode; perimeter; and, volume. Free tuition. There is a $50 materials fee* collected at registration.

Math Prep for GED®

This course is designed for students preparing to take the GED® Mathematical Reasoning Test. Topics from algebra and geometry are covered and include operations and word problems with rational numbers; solving linear and quadratic equations and inequalities; and, computing surface area and volume of composite shapes. You will also learn about the testing environment and requirements. A payment of $100 is collected at registration ($10 tuition and $90 in fees*).

Science

Science Prep for GED®

This course is designed for students preparing to take the GED® Science Test. Topics are drawn from life, physical, earth, and space sciences. You will also learn about the testing environment and requirements. A payment of $100 is collected at registration ($10 tuition and $90 in fees*).

Social Studies

Social Studies Prep for GED®

This course is designed for students preparing to take the GED® Social Studies Test. Topics are drawn from U.S. history and government; economics; civics; and, world geography. You will also learn about the testing environment and requirements. A payment of $100 is collected at registration ($10 tuition and $90 in fees*).
Combination

Math and Language Arts Review I
This course is designed for students working towards earning their high school diploma. Topics from math include number sense, place value, rounding, arithmetic, fractions, order of operations, interpreting graphs or charts, word problems, area, and perimeter. Topics from language arts are drawn from concepts in reading and writing and include the parts of speech; paragraph construction; grammar, punctuation, and capitalization; developing reading fluency; recognizing details, sequences, and comparisons; and, locating information in reference material. Free tuition. There is a $50 materials fee* collected at registration.

GED® Exam Preparation
This course is designed for students preparing to take the GED® subject tests. Strengthen your skills in reading, writing, science, social studies, and mathematics. You will take GED Ready™ and meet with an instructor to set up a study plan which you will follow online in a computer lab with an instructor there to guide you. A payment of $100 is collected at registration ($10 tuition and $90 in fees*).

National External Diploma Program (NEDP)
Have you ever opened a bank account? Comparison shopped? Conducted research online? Then NEDP might be for you!
This program is a flexible, self-paced way to earn a Maryland high school diploma. You do not attend class – you apply what you know and have done to assignments at home and meet regularly with your individual advisor to build an electronic portfolio. When you finish, this portfolio will demonstrate mastery of essential skills in mathematics, reading, writing, problem-solving, and communication in a variety of subject areas, including: cultural, financial, health, and civic literacy; geography and history; science; and, the 21st century workplace.
The NEDP program enrolls year round. To learn more or apply, please call 443-518-1700. $200 (includes $180 in fees*).
*Fees are non-refundable.

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. College Opportunities for Readiness Education (CORE) is a five-day-per-week program that meets Monday through Friday from 3 p.m. to 6 p.m. on the HCC campus. Cost is $415 per month (includes $315 in fees).
For more information, email core@howardcc.edu.

Fit College into Your Schedule!
Choose from 5 Summer Credit Course Blocks:

- May 27 – June 30 | Five weeks
- May 27 – July 22 | Eight weeks
- May 27 – August 7 | Ten weeks
- June 15 – August 7 | Eight weeks
- July 6 – August 7 | Five weeks

Registration opens MARCH 17. howardcc.edu

howardcc.edu/ConEd  443-518-1700 Summer 2020  33
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 shown in the chart, above, in the Hickory Ridge Building, Room 200, on Howard Community College’s campus. No appointment is necessary. Children are not allowed in testing rooms.
- 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.

**PLACEMENT TESTING & REGISTRATION INFORMATION**

**SUMMER I 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>May 5</td>
<td>Tuesday</td>
<td>5:30pm-6:30pm</td>
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<tr>
<td>May 8</td>
<td>Friday</td>
<td>11am-12pm</td>
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<td>May 11</td>
<td>Monday</td>
<td>10am-11am</td>
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<tr>
<td>May 12</td>
<td>Tuesday</td>
<td>5:30pm-6:30pm</td>
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Students may register for Summer II classes during Summer I registration sessions.

**SUMMER II 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>June 24</td>
<td>Wednesday</td>
<td>10am-11am</td>
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<tr>
<td>June 25</td>
<td>Thursday</td>
<td>5:30pm-6:30pm</td>
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<td>June 29</td>
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<td>June 30</td>
<td>Tuesday</td>
<td>5:30pm-6:30pm</td>
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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>FULL REFUND</th>
<th>PARTIAL REFUND</th>
<th>NO REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic ESL (grant funded)</td>
<td>Before 1st class begins</td>
<td>Before 3rd class begins</td>
<td>After 3rd class begins</td>
</tr>
<tr>
<td>Intensive ESL (pay classes)</td>
<td>Before 1st class begins</td>
<td>Before 3rd class begins (tuition minus $90)</td>
<td>After 3rd class begins</td>
</tr>
<tr>
<td>Intensive ESL (online classes)</td>
<td>Before 1st class begins</td>
<td></td>
<td>Starting 3rd day*</td>
</tr>
</tbody>
</table>

*Calendar days, including holidays and weekends, not student attendance, are used to determine refunds.*
SUMMER I 2020

COURSE SCHEDULE

Day Classes: May 18-June 18
Evening Classes: May 19-July 2
NO CLASSES: May 25 (Mon) Memorial Day
All Summer I classes will be in the Hickory Ridge Building.

Comprehensive Classes

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. These classes are perfect if you are preparing for college study or need better English skills for your job or personal use. Content and complexity increase with each level. Book(s) are included in the course cost.

Pre-Beginning Comprehensive A
Free tuition; material fees collected during registration.

- Mon-Thu 9am-12:15pm May 18-Jun 18
- Tue, Wed, Thu 6:30pm-9:30pm May 19-Jul 2

English 1A $250. Course#YE-462.
English 2A $260. Course#YE-532.
English 4A $280. Course#YE-734.
English 5A $280. Course#YE-844.
- Mon-Thu 9:30am-11:45am May 18-Jun 18
- Tue, Thu 6:30pm-9:30pm May 19-Jul 2

Comprehensive English Lab ★ NEW! ★ HYBRID

Improve all of your English skills in one class: listening, speaking, reading, writing, pronunciation, and grammar. This multilevel class uses a computer program for individualized instruction. Students must have at least level one oral skills. Free tuition; material fees collected during registration.

- Sat 9am-1:05pm May 16-Jun 27

Reading Lab ★ NEW! ★ HYBRID

Improve your reading this summer! This multilevel class is for beginning students who want to work on their English reading, vocabulary, and pronunciation. Includes individualized reading instruction using the Reading Horizons computer program. Free tuition; material fees collected during registration.

- Sat 9am-1:05pm May 16-Jun 27

Career Preparation Class

English for Careers: Basic Computer Skills
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.

- Tue, Wed, Thu 6:30pm-9:30pm May 19-Jul 2

Idioms And Vocabulary For Conversation Classes

Idioms are words or phrases that cannot be translated exactly such as “go out on a limb” and “easy as pie.” These phrases are used frequently in conversations between Americans, on TV, on the radio, and in newspapers, but they can be very confusing for English learners. In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your speaking skills. You will practice new vocabulary in pronunciation, spelling, reading, and conversation activities. Content and complexity increase with each level. Book(s) are included in the course cost.

Idioms and Vocabulary for Conversation 1
$250. Course#YE-476.
Idioms and Vocabulary for Conversation 2
$260. Course#YE-568.
Idioms and Vocabulary for Conversation 3
$260. Course#YE-689.
Idioms and Vocabulary for Conversation 4
$280. Course#YE-774.
Idioms and Vocabulary for Conversation 5
$280. Course#YE-870.
- Mon-Thu 12:30pm-2:45pm May 18-Jun 18
English as a Second Language

Writing Classes
Writing is critical to your future success, but it is also one of the hardest English skills to master because it incorporates several different skill areas: grammar, vocabulary, punctuation, spelling and discourse. Fine-tune and improve your writing skills in this fun, interactive writing course. You will improve writing for your personal use, GED, college studies, or the demands of your job. Learn sentence writing, paragraph writing, new vocabulary, and grammar. Content and complexity increase with each level. Prior typing and computer skills are required, especially at level three and above. Book(s) are included in the course cost.

Writing in Action 2A $260.
Writing in Action 3A $260.
Writing in Action 4A $280.
Mon-Thu 9:30am-11:45am May 18-Jun 18

Writing in Action 2A $260.
Writing in Action 3A $260.
Tue, Thu 6:30pm-9:30pm May 19-Jul 2

Professional English Class
Grammar for Business *Professional English Certificate* (Level 4+)
This class will focus on grammar that is needed and used by business professionals. All of the grammar points are taught using actual business scenarios. Lessons will focus on both written and spoken language. $290. Course#YE-874.
Tue, Thu 6:30pm-9:30pm May 19-Jul 2

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!
443-518-1680
howardcc.edu/elc/registration

Summer II 2020
CLASS SCHEDULE

Day Classes: July 6-August 6
Evening Classes: July 7-August 20
All day and afternoon classes will be in the Duncan Hall Building. All evening classes will be in the Hickory Ridge Building.

Comprehensive Classes
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. These classes are perfect for you if you are preparing for college study or need better English skills for your job or personal use. Content and complexity increase with each level. Book(s) are included in the course cost.
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

Summer 2020  37
Writing Classes

Writing is critical to your future success, but it is also one of the hardest English skills to master because it incorporates several different skill areas: grammar, vocabulary, punctuation, spelling and discourse. Fine-tune and improve your writing skills in this fun, interactive writing course. You will improve writing for your personal use, GED, college studies, or the demands of your job. Learn sentence writing, paragraph writing, new vocabulary, and grammar. Content and complexity increase with each level. Prior typing and computer skills are required, especially at level three and above. Book(s) are included in the course cost.

Writing in Action 2B $260.
Writing in Action 3B $260.
Writing in Action 4B $280.
■ Mon-Thu 9:30am-11:40am Jul 6-Aug 6

Writing in Action 2B $260.
Writing in Action 3B $260.
■ Tue, Thu 6:30pm-9:30pm Jul 7-Aug 20

Professional English And Online Class

Business Idioms *Professional English Certificate* (Level 5+)
Idioms are everywhere in the American workplace. If you do not use these common 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 for speaking and writing in a business setting. This is an interactive online class where you will communicate with your business English instructor through audio/video recordings and writing. You will get feedback on your English from your instructor every week. $290. Course#YE-865.
■ Jul 6 (Mon)-Aug 21 (Fri) ONLINE

ALEJANDRA ACOSTA
Student from Colombia

“Studying at HCC’s English Language Center (ELC) has been a rewarding and culturally rich experience. The faculty and staff are very knowledgeable and are always available to help. The teachers are able to deploy a variety of teaching methods, tailor a lesson plan that enables you to succeed, and create an environment that is not only informative, but also fun. My experience here is something I will remember forever. The ELC offers excellent education. I also made friends from different cultures. I highly recommend the ELC to anyone looking to improve their English. Whatever your destination, you truly can get there from here.”

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
443-518-1681
howardcc.edu/ei2020

Reach your goals here!
Health Care Interpreter Program

The below series of courses are Workforce Development Sequence Scholarship Eligible — See page 53.

Learn how to be a language interpreter in the healthcare industry! You must co-enroll in both the Orientation to Health Care Interpreting Training and the 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. $110. Course #YE-800.

- Sat 9am-1pm Aug 15
- Hickory Ridge

Interpreting in Health Care

This course provides training for bilingual individuals to develop the awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Basic knowledge of common medical conditions, treatments, and procedures will be taught. You will learn about bridging linguistic and cultural competency between clients and providers, which is a vital component in the art of interpretation. The course allows you to develop advanced skills in ethical decision making, memory development, patient advocacy, and listening ability. By the end of the course, you will be able to analyze and contrast cultural influences on health beliefs, choose and demonstrate the appropriate interpreting role based on the communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision-making process. $945. Course #YE-801.

- Thu 6:30pm-9:30pm and Sat 9am-3:30pm Sep 3-Dec 5
- 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 2021: Jan 7, Jan 21, Feb 4, Feb 18
- Dates and times for additional sessions will vary. Health Sciences Building
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 57.

Seniors (Maryland residents ages 60 and older only): Pay all fees listed in the course description. First time Maryland seniors, please register by fax, mail, or in person to receive tuition waiver for applicable courses. After you have registered with us by fax, mail, or walk-in, you will be able to use HCC Express for future registrations.

**Refund policy:** Full refund before first class begins. Partial refund (tuition only) up to seven calendar days after the first class. No refund after seven calendar days.

**Textbooks:** All Basic and Intensive World Language classes use a textbook which can be purchased at the HCC bookstore. In many instances, you will be able to use the same text for multiple courses.

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

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**BASIC LANGUAGE SUMMER COURSES**

**Conversation and Culture**

**NEW!**

Conversation and Culture courses focus on building conversational fluency that makes regular interactions with native speakers possible. Students will practice conversations on topics such as work, school, and leisure. Cultural information relevant to the target language will also be covered. (T) $175 (includes $60 in fees*)

**American Sign Language Conversation and Culture**
- Tue 6:30pm-9pm, Jul 7-Aug 25
  - YL-301 3700 #2122 Main Campus

**French Conversation and Culture**
- Tue 6:30pm-9pm, Jul 7-Aug 25
  - YL-302 3701 #2123 Main Campus

**German Conversation and Culture**
- Thu 6:30pm-9pm, Jul 9-Aug 27
  - YL-303 3702 #2124 Main Campus

**Italian Conversation and Culture**
- Tue 6:30pm-9pm, Jul 7-Aug 25
  - YL-304 3703 #2125 Main Campus

**Japanese Conversation and Culture**
- Thu 6:30pm-9pm, Jul 9-Aug 27
  - YL-305 3704 #2126 Main Campus

**Spanish Conversation and Culture 1**
- Tue 6:30pm-9pm, Jul 7-Aug 25
  - YL-306 3705 #2127 Main Campus

**Spanish Conversation and Culture 2**
- Thu 6:30pm-9pm, Jul 9-Aug 27
  - YL-307 3706 #2128 Main Campus

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**INTENSIVE LANGUAGE SUMMER 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 use the online course delivery system Canvas. Supplemental materials, course content, assignments, and tests and quizzes may be made available through Canvas.

All Intensive Language Classes also include a lab component. For online courses, the lab component will be delivered via online-conferencing.

The following languages will be available during Summer 2020 in either a face-to-face or online format. You can find specific course date/time/location information on our website: howardcc.edu/cewdlanguages

**Elementary Sign Language I**
- (T)$400 (includes $90 in fees*)

**Intermediate Sign Language I**
- (T)$400 (includes $90 in fees*)
Languages and Cultures

RAISE A GLASS. RAISE A SCHOLARSHIP.

JOIN US FOR AN EVENING OF FINE WINES, CRAFT BEERS, AND SPIRITS, along with live entertainment and gourmet food selections from local and regional restaurants.

FRIDAY, APRIL 24, 2020
HOWARD COMMUNITY COLLEGE

To purchase tickets or become a sponsor visit howardcc.edu/vino or call 443-518-1970

Proceeds to benefit Howard Community College Educational Foundation scholarships. All funds are administered by HCCEF, Inc., a 501(c)(3) nonprofit organization.

JOIN US FOR THESE UPCOMING EVENTS!

The President’s Gala
OCTOBER 10, 2020
– and –
5K Challenge Race
OCTOBER 25, 2020

As more and more Spanish-speaking people enter the healthcare system each year, it becomes more critical for health professionals to learn medical Spanish. This online course focuses on the basic phrases you really need to know to take care of your patients. Learning these practical and applicable Spanish skills will also increase your career opportunities and give you an advantage as a care provider.

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*)

- Jun 17-Jul 24
  XO-489 4380 #1761 Online
- Jul 15-Aug 21
  XO-489 4381 #1762 Online
- Aug 12-Sep 18
  XO-489 4382 #1763 Online

Foundational Arabic I
(T) $400 (includes $90 in fees*)

Foundational French I
(T) $400 (includes $90 in fees*)

Intermediate French I
(T) $400 (includes $90 in fees*)

Foundational Spanish I
(T) $400 (includes $90 in fees*)

Foundational Spanish II
(T) $400 (includes $90 in fees*)

Intermediate Spanish I
(T) $400 (includes $90 in fees*)
TEST PREPARATION

Learn to improve your study habits, manage your time and organize your notes.

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. Students 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. $385 (includes $106 in fees*)

- Mon-Fri 8:30am-12:30pm, Jun 22-Jul 2 (No class Jul 3)
  **$359**
  XK-132 1380   #7516   Main Campus

- Mon-Fri 8:30am-12:30pm, Jul 6-Jul 17
  XK-132 1104   #7278   Main Campus

- Mon-Fri 12:30pm-4:30pm, Jul 20-Jul 31
  XK-132 1108   #7280   Main Campus

- Mon-Fri 8:30am-12:30pm, Aug 3-Aug 14
  XK-132 1105   #7279   Main Campus

Preparation for the SAT Essay
Ages 15+. Planning on taking the SAT Essay? The essay section gives you an opportunity to show how effectively you can read and comprehend a passage and write an essay analyzing the passage. This course will help you demonstrate your ability to read a passage carefully, present a clear and logical analysis, and use language precisely. This class simulates a test-taking environment with practice essay questions and exercises. Textbook is provided. $245 (includes $99 in fees*)

- Mon-Fri 8:30am-12pm, Jul 20-Jul 24
  XK-457 1209   #1112   Main Campus

- Mon-Fri 8:30am-12pm, Aug 3-Aug 7
  XK-457 1210   #1113   Main Campus

Preparation for the SAT Math Test: Advanced
Ages 15+. Do you want to improve your math score on the SAT? This course will focus on the more difficult problems including solid and coordinate geometry, polynomials, probability, word problems, and logic reasoning. Tips and strategies for solving difficult problems will also be included. You should have taken Algebra II and Preparation for the SAT Math. Textbook is provided. Bring calculator to class. $275 (includes $99 in fees*)

- Mon-Fri 9am-1pm, Aug 10-Aug 14
  XK-706 1019   #7400   Main Campus

Graduate School Entry Exams

Prepare For Graduate School Entry Exams Online

- LSAT • GRE • GMAT
- Classes start Jun 17, Jul 15, and Aug 12
- Visit ed2go.com/howardcc or call 443-518-4680 for information.

Teacher Education

Professional Development Online Courses for Teachers
(K-12 and adults)

- Teaching Students with Learning Disabilities
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Classes start Jun 17, Jul 15, and Aug 12
- Visit ed2go.com/howardcc or call 443-518-4680 for information.

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.
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.

The Rider School™

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 “Important Information” section at riderschool.org. 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 click on “Register.”

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. MVA policy requires that students enrolled in motorcycle classes attend all class sessions for the entire time period. All classes start promptly. If you are enrolled in a motorcycle class and are late or miss any class sessions, you cannot complete the course and will be dismissed without a refund. No exceptions. 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. You must provide a valid email address when you register 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. You may also arrange for access to a computer, if needed, to complete this portion by calling 443-518-4808.
Motorcycle Safety

Dave Arvin
Meet Our Instructor

Dave Arvin has been riding motorcycles for over 40 years and has been a riding instructor for over 25 years. Dave, who has been an instructor of the Rider School since the program started in 2006, enjoys helping people learn how to safely ride motorcycles and says he feels great when he sees students who may be having problems suddenly “get it” and start to enjoy the class.

Dave commutes every day on his motorcycle, year-round as long as there is no snow or ice on the roads. He has ridden to every state between Florida and Maine, and as far west as Michigan.

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. You are encouraged to use your own properly-registered and legally-transported motorcycle but may choose to use one of the program’s motorcycles instead. To pick your class date, visit riderschool.org and click on “Class Schedule.” $260 (course fees total $220)
Arts, Crafts & Photography

Crochet for Beginners
Learn the timeless craft of crochet! Work with yarn to gain skills needed to begin creating amazing projects such as scarves, stuffed toys, fingerless gloves, pillows, and other decorative items. Over the course of three sessions, instructor Hope Corrigan will introduce techniques including holding the hook, chain stitch, single and double crochet, slip stitch, increasing, decreasing, finishing ends, and changing colors. You will also learn how to read and follow instructions in a crochet pattern. Materials provided include yarn, crochet hooks, patterns, and a yarn needle. $55** (includes $50 in fees*)

- Sat 10am-11:30am, Jul 11-Jul 25
  XE-265 6266   #1900

Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Class 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. $110** (includes $40 in fees*)

- Sat 9:30am-2:30pm, Jul 11-Jul 18
  XE-448 6256   #1700

Henna Basics: The Art of Body Painting
Explore the ancient art of henna application. Develop a foundational knowledge of the history, safe practices, tool preparation and basic design elements of this temporary body art style. Participate in hands-on practice in mixing henna paste, create a basic design on paper, and gain resources for expanding your practice of henna. Instructor: Tarsheka Thompson. $55** (includes $50 in fees*)

- Fri 6pm-8pm, Jun 26
  XE-012 J1638   #1891

Dancing

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 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, Jun 22-Jul 27
  XE-568 6263   #1894
  Howard County Historical Society Museum

Social Dancing: Waltz and Tango
Learn these basic dance steps and have fun at the same time. Singles and couples alike enjoy dancing to some very familiar and popular music. Raymond Clifton, an experienced instructor, has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. Dance shoes or soft-soled slippers required. No partner necessary. $75** (includes $40 in fees*)

- Wed 6:30pm-7:30pm, Jun 24-Jul 29
  XE-552 6264   #1895
  Howard County Historical Society Museum

Club Salsa/Bachata
Have fun learning some of the hottest Latin dances today, dancing to rhythmic salsa and bachata 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 7:30pm-8:30pm, Jun 24-Jul 29
  XE-514 6265   #1896
  Howard County Historical Society Museum

How can I find where my class meets?
We will send you an email to the email address you provided when you registered for your class.

Building and classroom locations can also be found at howardcc.edu/cedailyclassschedule. Or, simply click on Class Locations link on HCC’s Continuing Education website: howardcc.edu/coned.

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.
Personal Enrichment

Finance & Investment

Rejuvenate Your Retirement: A Class For Retirees
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 10am-12pm, Aug 4-Aug 11
  XE-144 6250   #1692  Gateway Campus
- Thu 1pm-3pm, Aug 13-Aug 20
  XE-144 6251   #1693  Gateway Campus

Home & Garden

Beekeeping ★ NEW! ★
Come see what the buzz on campus is all about from the HCC Beekeeper. This course is for the person who is thinking about getting into beekeeping or just has an interest and wants to learn more about this incredible insect. We will cover equipment, getting your first colony, honey production and honeybee care for beginners. You will get to put on a beekeepers suit and see inside a hive of bees. $80 (includes $40 in fees*)
- Sat 8:30am-2:30pm, Jun 6
  XI-121 6260   #2012  Main Campus

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 a combination lock. $134** (includes $45 in fees*)
- Mon, Wed 7pm-8pm, Jun 29-Jul 29
  XE-379 6253   #1697  Athletic & Fitness Center

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. $134** (includes $45 in fees*)
- Mon, Wed 8pm-9pm, Jun 29-Jul 29
  XE-896 6258   #1707  Athletic & Fitness Center

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.
- Mon, Wed 6pm-7pm, Jun 29-Jul 29
  $134** (includes $45 in fees*)
  XE-610 6259   #1705  Athletic & Fitness Center
- Fri 5:30pm-6:30pm, Jul 10-Jul 31
  $79** (includes $45 in fees*)
  XE-610 6259   #1705  Athletic & Fitness Center

Water Workouts: Wonderful Ways to Stay Well
HCC has offered aquatics classes for over 20 years. During this period of time, thousands of students have learned how to swim, improved stroke technique and endurance, and joined in deep water exercise to increase their cardiovascular health. Ideal for people of all fitness levels, working out in water is a fantastic way to stay fit. Water provides natural resistance training—you use more energy walking and jogging through water than on land—which burns more calories and tones muscles. The natural buoyancy is perfect if you struggle with balance issues. You simply can't fall down if you are chest-deep in a pool. Try it! The low-impact nature of water-based exercise is a perfect solution if you have joint problems or arthritis. Then there is the benefit of water's pressure which helps circulate the blood in your body more efficiently, lessening the strain on your heart which can lead to lower blood pressure. And, did you know that water workouts can improve your flexibility since joints tend to naturally increase range of motion when in water? Not only is aquatic activity great for your body, it also perks up your mind. Studies show that pregnant women, people with chronic health issues, and those with disabilities all report feeling happier after frolicking in the pool. So, don't wait another moment! Register for a class today and get your feet wet.
Wellness: Body, Mind & Spirit

Yoga & Living in Tune with the Seasons: Summer ★ NEW! ★
To be in tune with nature, in tune with this season of summer, brings peace and harmony, for we are Nature too. We observe Nature warming, growing, blossoming, coming into her fullness. In the Yoga poses, breathing, meditation, and deep relaxation, we look to cultivate in ourselves that same warming, growing, blossoming, and coming into our fullness. Please bring a yoga mat and blanket. $185** (includes $40 in fees*)

★ Thu 7pm-9pm, Jun 25-Aug 27
XE-556 6268   #1912   Health Sciences Building 114

Yoga for Well-Being, Posture, and Balance ★ NEW! ★
Many things contribute to our sense of well-being. Posture (the way we hold our physical bodies and the way we hold ourselves in the world) and balance (the ability to stay stable and centered in our bodies and stable and centered in our lives) will be the foci for our exploration. Yoga poses, breath work, reflection, and relaxation will aid us in this exploration. True well-being engenders in us a deep sense of contentment and peace. Please bring a yoga mat and blanket. $160** (includes $40 in fees*)

★ Sat 9:30am-11:30am, Jul 11-Aug 29
XE-547 6267   #1911   Health Sciences Building 114

Nia the Technique: Fusion Fitness
Nia combines dance, martial arts, and mindfulness, based on the intelligent design of the body. Nia fusion fitness leaves you energized, mentally clear, and emotionally balanced - body, mind, emotion, and spirit. It is a holistic fitness practice for any fitness level and age. Discover, explore, unleash, and enhance your individual potential by engaging your senses and listening to your body. Come experience the Nia wave - let its music, movement, and magic engulf you. Wear comfortable clothing and bring soft-soled slippers if you choose not to go barefoot. Nia 1st Degree Black Belt instructor: Claudia Salomon. $99** (includes $40 in fees*)

★ Sat 9:30am-10:30am, Jul 11-Aug 29
XE-261 6252   #1696   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 (bio-energy) 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. Focus on body posture adjustment and gentle movement, mind-focused relaxation, and breath regulation practice. Instructor: David Foulk. $99** (includes $40 in fees*)

★ Sat 9am-10am, Jul 11-Aug 29
XE-435 6254   #1699   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. $99** (includes $40 in fees*)

★ Sat 10am-11am, Jul 11-Aug 29
XE-843 6255   #1706   Horowitz Arts Center

Cannabis Basics: What You Need to Know About Medical Marijuana in Maryland
Are you curious about cannabis but don't know where to start? This course will give you a brief introduction to Maryland's budding cannabis industry. Learn about the use of cannabis as medicine, different delivery methods, proper dosing, safety issues and more. We will provide resources to you on how to become a medical patient and cover the most popular legal topics regarding traveling with your medicine and what to do when confronted by law enforcement. Learn about cannabis in a safe space from experienced Maryland industry experts. $59** (fee based, no waivers)

★ Mon 6:30pm-9:30pm, Jul 20
XE-715 8455   #1882   Gateway Campus Rm 3

★ Wed 6:30pm-9:30pm, Aug 19
XE-715 8456   #1883   Gateway Campus Rm 3

KIDS ON CAMPUS
Summer enrichment classes for ages 6-17.

Kids on Campus
Ages 13+ (Tweens and Teens)

Mike Smelkinson’s Basketball Skills Camp ★
Ages 13+. Want to be a pro? This camp is for players who aspire to play high school basketball and beyond. Learn the fundamentals and skills needed for the next level of competition. Build on skills such as shooting, ball handling, passing, decision-making, defense, and more. Discover the intangibles needed to make a varsity or college basketball team from former Howard County Player of the Year and current Howard Community College Head Men’s Basketball coach, Mike Smelkinson. For refund information, please see page 42. $199 (includes $79 in fees*)

★ Mon-Fri 6pm-9p, Aug 10-Aug 14
XE-301-1300 #2469   Main Campus

See next page for more information about this year’s Kids on Campus summer program.
Kids On Campus

Summer Enrichment Classes for Ages 6-17

JUNE 22-AUGUST 14, 2020 • REGISTER NOW!

Morning and afternoon programs, supervised lunch, and before and after care. One- and two-week half-day programs that are developed by teachers and content expert instructors.

More than a summer camp—experience the difference at HCC.

*Scholarships Available*

JOIN US!

View summer class schedule
howardcc.edu/kids

Request summer class schedule
koc@howardcc.edu

Have a question?
443-518-4110

Apply Critical & Inventive Thinking

- Drone Pilot 101: Build Your Own, Take It Home
- Prep for Pre-Algebra
- Learn to Code with Music!

Build Civic Literacy, Global Awareness & Cross-Cultural Skills

- Ancient Greek Language and Culture
- Art From Around the World
- Introduction to the United Nations
- Modern Sports History

Develop Communication, Collaboration & Information Skills

- Creative Writing
- Introduction to Debate
- Writing Dynamic College Essays

Follow Artistic Pursuits

- Crafty Fun with Felt
- Sewing 101
- Special Effects Makeup

Become an Enthusiast

- Fantasy Sports 101
- Hogwarts Experience
- Mythical Monster Mayhem

Plus hundreds of other options!

*Scholarships Available*

JOIN US!

View summer class schedule
howardcc.edu/kids

Request summer class schedule
koc@howardcc.edu

Have a question?
443-518-4110
History and Culture

**History of the U.S. Presidency Part IV ★ NEW! ★**
Join instructor Patrick Heline for a fascinating journey through U.S. history by reviewing the policies, programs and legacies of our U.S. presidents. This is the fourth in a series of courses and will focus on the country’s presidents, from Abraham Lincoln to Rutherford Hayes. Examine the leadership abilities of each president and determine how their actions changed the course of American history. $64 (includes $49 in fees*)

- Sun 11:30am-1:30pm, Jul 12-Aug 9
  - XI-436 6685   #2021
  - Health Sciences Building

**History of the U.S. Presidency Part V ★ NEW! ★**
Join instructor Patrick Heline for a fascinating journey through U.S. history by reviewing the policies, programs and legacies of our U.S. presidents. This is the fifth in a series of courses and will focus on the country’s presidents, from James Garfield to William McKinley. Examine the leadership abilities of each president and determine how their actions changed the course of American history. $64 (includes $49 in fees*)

- Sun 11:30am-1:30pm, Aug 16-Sep 20 (No class Sep 6)
  - XI-437 6686   #2023
  - Health Sciences Building

**Lost and Forgotten: They Ran for President and Lost ★ NEW! ★**
In this course, review and analyze the lives and public careers of candidates who ran in U.S. presidential elections and lost throughout history. Examine their early years, public and private careers, decisions on running for the presidency, campaigns for president, accomplishments and failures outside of losing the presidency, and more. This course will resurrect the lives of these candidates that had their "15 minutes of fame" and then faded from public view after the election. Part I covers presidential elections from 1796 to 1824. Instructor: Patrick Heline. $64 (includes $49 in fees*)

- Sun 2pm-4pm, Jul 12-Aug 9
  - XI-438 6683   #2017
  - Health Sciences Building

**Lost and Forgotten: They Ran for President and Lost Part II ★ NEW! ★**
The United States has had a two-party system for much of its history, and the major parties have dominated presidential elections for most of U.S. history. Since the ratification of the United States Constitution in 1788, there have been 51 unsuccessful major party candidates for President of the United States. Join historian Patrick Heline to explore the motivations and missteps of those who ran unsuccessfully and their lives after defeat. Part II covers 1824 to 1860. $64 (includes $49 in fees*)

- Sun 2pm-4pm, Aug 16-Sep 20 (No class Sep 6)
  - XI-439 6684   #2019
  - Health Sciences Building

**But Is It Art? Understanding and Enjoying Contemporary Art ★ NEW! ★**
Art can seem so far removed from our everyday experience that it is hard to understand. Contemporary art can be especially difficult to the point of questioning it being art at all. Delve into a wide range of particularly thorny art issues, explain much-bandied-about but little-understood concepts such as “conceptual art,” “new media art,” “business art” and more, as well as explore the central question of “What makes it art?” Join instructor Tamora Martin-Kowalski for an interactive and lively exploration of the enigmatic and surprisingly relevant arts of our time. $64 (includes $49 in fees*)

- Tue 10am-12pm, Jul 14-Aug 4
  - XI-122 6687   #2025
  - Ellicott City 50+ Fitness Ctr

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**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

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Howard Community College and the Howard County Office on Aging and Independence offer courses designed for senior adult students. If your classes meet at a Howard County 50+ Center, you will be requested to fill out an information sheet for the Howard County Office on Aging and Independence. You will be issued a membership card (at no charge) that will be scanned to expedite your entrance to the center on future visits.

60+
This is a great opportunity for people to get together and participate in a program that can be socially rewarding and intellectually stimulating. Explore the arts, history, philosophy, fitness, and more.

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Howard Community College and the Howard County Office on Aging and Independence offer courses designed for senior adult students. If your classes meet at a Howard County 50+ Center, you will be requested to fill out an information sheet for the Howard County Office on Aging and Independence. You will be issued a membership card (at no charge) that will be scanned to expedite your entrance to the center on future visits.

60+
This is a great opportunity for people to get together and participate in a program that can be socially rewarding and intellectually stimulating. Explore the arts, history, philosophy, fitness, and more.
Creative Arts

Painting Techniques: Acrylics ★NEW!★
Acrylics are fun! They’re vibrant and colorful, and great for beginners or those with some experience. This class will introduce you to the unique ‘forgiving’ qualities of acrylic paint. Basic color theory and color mixing will be explored as well as textures and techniques. All levels are welcome. Supply list will be distributed on first day for independent purchase. Supply costs estimated at $25. Instructor: Joan Bevelaqua. $69** (includes $50 in fees*)
■ Tue 1pm-3pm, Jun 9-Jun 30
XE-114 6688 #2057
Elkridge 50+ Center

Aquatics and 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 through 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. Pool depth begins at 4'. Instructor: Patty Colabucci. $102** (includes $72 in fees*)
■ Mon, Wed, Fri 9am-10am, Jun 15-Jul 24 (No class Jul 3)
XE-154 6674 #9977
Athletic & Fitness Center
■ Mon, Wed, Fri 10am-11am, Jun 15-Jul 24 (No class Jul 3)
XE-154 6675 #9978
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. $72 (includes $56 in fees*)
■ Tue, Thu 1pm-2:20pm, Jun 30-Aug 13
XH-752 6680 #1663
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 age 50+ 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.
■ Mon, Fri 10:55am-11:25am, Jun 1-Jun 26
$25** (fee based, no waivers)
XE-424 6676 #9980
Bain 50+ Center
■ Mon, Fri 10:55am-11:25am, Jul 6-Aug 14
$31** (fee based, no waivers)
XE-424 6677 #1662
Bain 50+ Center

Optimal Fitness Training for Seniors
Join American Council on Exercise (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 minutes) 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. $48** (includes $40 in fees*)
■ Mon, Wed, Fri 9:30am-10:50am, Jun 1-Jun 26
XE-701 6678 #2572
Bain 50+ Center
■ Mon, Wed, Fri 9:30am-10:50am, Jul 6-Aug 14
XE-701 6679 #2573
Bain 50+ Center
*Please note that the tuition for this course is $60** (includes $40 in fees*).

Want to keep fit and learn all the right moves?
See our available dance classes starting on page 45.
Dance not only allows creative expression and peace of mind, but is great exercise for your body. No partner needed.
SAVE THE DATE for SASI 2020

Monday-Thursday, June 1-4
Kittleman Room, HCC

Join our Senior Adult Summer Institute (SASI) for a day of “Learning for the Love of It” on HCC’s campus. You can take one or more of these unique one-day classes.

**Monday, June 1, 2020**

James Wilkinson: U.S. General, Co-Conspirator and Spy • Presented by Roger Swartz
Meet one of the most notorious American traitors with a charismatic ability to live a double life in public view.

**Tuesday, June 2, 2020**

Fairy Tales Revisited • Presented by Angela Wood and Jacqueline Dzubak
More than bedtime stories! Examine the implications for psychological, gender and cultural studies.

**Wednesday, June 3, 2020**

Classical Art • Presented by Kara LaRose
Explore changes in the ideals of beauty, harmony and proportion, and society's reaction, from ancient cultures to today.

**Thursday, June 4, 2020**

Music Goes to War • Presented by William Scanlan Murphy
Discover the passionate intersection between music and military history.

Cosponsored with Howard County Recreation and Parks.
Bring a lunch or plan to eat at the Cafe on the Quad on HCC's campus.

**Call 410-313-7279 for registration information.**
Space is limited; register early. $25 per day.
9:30am-3:00pm, June 1-4 • Duncan Hall, Kittleman Room.
Join us for this exciting new series of Master Classes, presented by subject matter experts in a comfortable, interactive setting! Light refreshments will be provided, and participants are encouraged to bring a bag lunch to enjoy during the discussion.

**Marco Polo ☆ NEW!☆**
Venetian merchant, traveler, and storyteller extraordinaire, Marco Polo (1254-1324) will be our guide to the globalization of the medieval world made possible by Mongol conquests in Asia. Analyze Marco Polo as both traveler and writer, comparing his narrative to the accounts left by Western merchants, Christian missionaries, and Muslim travelers, and enjoy some fantastic stories. Explore the trading networks of the thirteenth and fourteenth centuries and consider the legacies of this trade and Marco Polo’s tales in the spread of the Black Death (1348-1351), the exploration of the New World, and “New Silk Road” projects today. Presenter Cynthia Cupples earned her Ph.D. in history from Princeton University. She has taught at Gettysburg College, Stanford University, American University, the University of Wisconsin-Milwaukee, and since 2007 at Howard Community College.

$25** (fee based, no waivers)

**Wed 10am-1pm, Jul 1**
XE-559 6682  #2014
Duncan Hall 100

**Creative Connections ☆ NEW!☆**
The writings of Edgar Allan Poe influenced artists like Henri Matisse and Paul Gauguin to create paintings. Gertrude Stein once told Picasso that he abstracted art the way she abstracted her writing. Throughout history several famous writers and artists have influenced each other’s creations. This presentation will focus on the influences between pairs like: Eugene Delacroix and Charles Baudelaire, Auguste Rodin and Rainer Maria Rilke, Roger Fry and Virginia Woolf, Pablo Picasso and Gertrude Stein. Some hands-on activities will be included. Presented by Ann Wiker. $25** (fee based, no waivers)

**Thu 10am-1pm, Aug 6**
XE-545 6681  #1686
Duncan Hall 100
Take the next step in your career with a financial award by applying to our new 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:

• Certified Nursing Assistant (CNA) Theory & Clinical
• Early Childhood & Child Care Preschool 90 Hours: Child Growth & Development and Preschool Curriculum - You must enroll in both courses.
• Health Care Interpreter Sequence - You must enroll in both courses.
• Introduction to Dental Assisting & Dental Assisting Externship
• Medical Coding Certification: Advanced Facility Medical Coding, Advanced Facility/Outpatient Medical Coding, Advanced Physician Medical Coding & Introduction to ICD-10-CM Medical Coding, Introduction to CPT & HCPCS Medical Coding - You must enroll in all courses.
• MRI Technologist Certificate Sequence
• Ophthalmic Technician Assistant Training & Clinical
• Orthopedic Technician Assistant Training & Clinical Shadowing
• Pharmacy Technician Training Theory & Externship
• Project Management Professional (PMP) & Certified Associate in Project Management (CAPM) Certification Exam Prep & Microsoft Project courses - You must enroll in both courses.

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.

To view the latest list of approved courses, visit howardcc.edu/cewdscholarship.

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.
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 Fall Schedule will be posted to our website (howardcc.edu/coned) mid-July and mailed to all Howard County residences in early August.

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 April 6-12 for spring break and May 25 for Memorial Day.

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.
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/payforcollege.

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 Parkway, Columbia, MD
Anne Arundel Community College Center
7556 Teague Road, Hanover
Athletic & Fitness Center - HCC main campus
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
Gateway Campus at Maryland Innovation Center
6751 Columbia Gateway Drive, Columbia
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
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/gohccexpress)
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: 8:45am-7:00pm Monday through Thursday; 8:45am-5pm 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.

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.

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.

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)

## General Information

HCC Student ID#: (Please print neatly) __________________________ Date of Birth: / / □ I am over the age of 16

Name: (Last) ____________________________________ (First) __________________________ (Mi) __________________________

Address: (Street) ______________________________________ State: __________ Zip: __________ County: __________

City __________________________

Flag: □ 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>
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<th>TUITION + FEES</th>
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<td>(SAMPLE) XE-144 6250 #1692</td>
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<td>(SAMPLE) 8/4/20</td>
<td>(SAMPLE) $9</td>
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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**

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: __________________________

Cardholder’s Address: __________________________
Register now by choosing 1 of 4 easy options:

Option 1: ONLINE (howardcc.edu/gohccexpress)
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.

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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.

Registration Information for ed2go and UGotClass.

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.

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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.
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)

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.

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Residents outside Maryland add $20 per course.

SENORS (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

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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 ☐ Check/Cash

Cardholder’s Name (Please print legibly): __________________________ Signature: __________________________

Expiration Date: __________

Card#: __________________________
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