How can our **personal enrichment courses** help you maintain a healthy lifestyle? LOOK INSIDE.

See also how our expert instructors can help you develop new skills for career advancement or just for fun.
Arts, Crafts & Photography classes give you the chance to relax while learning new creative skills including oil painting, zentangle drawing, and operating a digital camera.

The Rider School will offer a Dynamic Duo discount in July and August. Register with a friend and you can both save on the tuition for our Basic Rider Course. Senior (60+) tuition discount will vary.

Interested in preparing for a new career or professional development? Take the next step in building needed credentials with a financial award by applying for our new Workforce Development Sequence Scholarship. See details on page 3.
For ages 60+, The Senior Adult Summer Institute (SASI) offers four unique one-day classes. Topics include the arts, humanities, and science. Attend one day or come for all four!

Discover the difference with Kids on Campus, June 24-August 16. Provide your child age 6-17 with early college experiences that can lead to future success. Scholarship opportunities available.

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| 58 REGISTRATION INFORMATION & FORM           |

Early Childhood Education & Child Care
Test Prep
Marketing & Social Media

Marketing Strategies for Today and Tomorrow
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, web strategies and more. $70 (includes $40 in fees*)
- Sat 9am-4pm, Jun 1
  XB-340 M1611   #0657
  Laurel College Center
- Sat 9am-4pm, Jun 8
  XB-340 M1612   #0658
  Laurel College Center
- Sat 9am-4pm, Jun 22
  XB-340 M1628   #1393
  Laurel College Center
- Sat 9am-4pm, Jul 27
  XB-340 M1626   #1272
  Laurel College Center
- Sat 9am-4pm, Aug 10
  XB-340 M1627   #1273
  Laurel College Center

Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and exhibits. This class will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition, and how to monitor the results of your marketing plan. $45** (fee based, no waivers)
- Thu 6:30pm-9:30pm, Jun 13
  XE-705 M1620   #0688
  Laurel College Center
- Thu 6:30pm-9:30pm, Aug 1
  XE-705 M1621   #0688
  Laurel College Center

Digital Marketing Certificate
Earn a Continuing Education Certificate of Completion for Professional Development. This three-part series covers the essentials of eMarketing. You will explore ways to improve email promotions, increase website traffic, and online advertising techniques. You will receive an email with login instructions by the start date. Please visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680 for more information. $495 (includes $470 in fees*)
- Jun 3-Aug 30
  XO-933 4910   #1198
  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)
- Wed 1pm-4pm, Jun 19
  XE-302 8353   #5954
  Gateway Campus Lab C
- Fri 1pm-4pm, Aug 9
  XE-302 8441   #1247
  Gateway Campus Lab E

Marketing Your Business on Facebook
Come learn why your business can't afford to ignore social media. In fact, anyone who wants to promote an organization, an image, a cause, or a product needs to have a Facebook presence. Businesses and institutions are using it to find new customers, build online communities of fans and collect valuable demographic information. You can easily create a web presence with Facebook, even if you don't already have a website. Find out what you need to know to get started now. Prerequisite: You must have a Facebook account. $60** (fee based, no waivers)
- Tue 1pm-4pm, Jul 16
  XE-560 8443   #1249
  Gateway Campus Lab C

Make Instagram Work for You  NEW!
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 9am-12pm, Aug 9
  XA-391 8458   #1267
  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 3-Aug 30
  XO-900 4909   #1197
  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.
New Scholarship for Workforce Training Certificate Programs

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:

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.

For more information, visit howardcc.edu/cewdscholarship.
**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 3-Jul 26**
  - X0-935 4913  #1202  Online

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

- **Jun 3-Aug 30**
  - X0-936 4914  #1203  Online

**Data Analysis**

**Certificate in Data Analysis**
Companies have vast amounts of data and need individuals with the ability to analyze this data and make predictions and see trends. Update your skill set with this three part series: Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis. Students 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 3-Aug 30**
  - X0-929 4912  #1201  Online

**Customer Service**

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

- **Jun 3-Jul 26**
  - X0-918 4915  #1204  Online

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**Project Management**

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

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

- **Wed,Thu 9am-4pm, Jun 4-Jun 6**
  - X8-995 8303  #5908  Gateway Campus Rm 3
- **Mon,Wed 9am-4pm, Aug 5-Aug 7**
  - X8-995 8400  #1206  Gateway Campus Rm 3

**Agile Project Management**
This course is for project and program managers and software development professionals who are considering implementing Agile project management methodologies. This course introduces participants to the basic methods, tools, techniques, and terminology of Agile as well as the rationale for adopting Agile as an alternative to traditional project management methods. 12 hours. 1.2 CEUs. $450 (includes $240 in fees*)

- **Tue,Thu 9am-4pm, Jul 23-Jul 25**
  - X8-661 8457  #1265  Gateway Campus Rm 3

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


**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.
**PMP® and CAPM® Certification Exam Prep**

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

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

You will learn the project manager’s role in developing the project scope, how to develop a project charter, the project lifecycle, and the importance of the WBS in defining the scope. You will learn about controlling the project schedule, the critical path method, PERT methodology; network diagrams, and Gantt charts. You will also learn about managing the project budget, cost estimating and forecasting, cost applications, and earned value analysis. Discuss the project manager’s role in creating, motivating, and managing a successful team. Examine group decision-making and problem-solving models, project risk definitions/planning, procedures for managing project contracts and procurement, and quality assurance will also be covered. 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. $2,590 (includes $1,790 in fees*)

- **Mon,Fri 8:30am-4:30pm, May 6-May 13**
  - XB-660 8300  #5906  Gateway Campus Rm 3

- **Tue,Thu 6pm-9:15pm, Sep 24-Nov 7**
  - XB-660 8100  #1275  Gateway Campus Rm 3

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**Microsoft Project**

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

- **Mon,Tue,Wed 9am-4pm, May 20-May 22**
  - XA-475 8319  #5924  Gateway Campus Lab A

- **Mon,Wed 6:30pm-9:30pm, Jul 22-Aug 7**
  - XA-475 8414  #1220  Gateway Campus Lab E

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**Meet Our Instructors**

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

**William Judy, PMP®, MBA**

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

**April Wennerberg, PMP®, MBA**

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

**Evelyn Millhouse-Fort, PMP®, MS**

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

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Our instructors shared their insight on how Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) certifications can help you advance in your career, prepare you for different jobs within project management, and more. To view the conversation that aired on Facebook Live, view the video on our Facebook page at facebook.com/howardccconed.
SHRM Essentials of Human Resources Prep Course

This is an introductory course offering a comprehensive overview of the key aspects of 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. To receive a $100 early bird tuition discount, you must register by July 11. 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 25-Aug 29
XB-210 8461 #1274 Gateway Campus Rm 3

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, Organization, Workplace, and Strategy as well as eight behavioral competencies.

Next class starts September 21.
Please call 443-518-4973 for more information.

Entrepreneurship Certificate

Earn a Continuing Education Certificate of Completion for Professional Development. Identify the skills and characteristics required for all successful entrepreneurs. Students will create a business plan and learn ways to market products and services in this three-part series. Students 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 3-Aug 30
XO-934 4908 #1196 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. $70 (includes $40 in fees*)

Sat 9am-4pm, Jun 15
XB-593 M1608 #0654 Laurel College Center
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 Scurlock. .6 CEUs. $75 (includes $40 in fees*)
- Sat 9am-4pm, May 18
  XB-584 6344   #0663 Gateway Campus
- Sat 9am-4pm, Jun 1 **$70
  XB-584 M1609   #0655 Laurel College Center

Conference Planning Management
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. $75 (includes $40 in fees*)
- Sat 9am-4pm, Jun 22
  X8-611 M1615   #0679 Laurel College Center
- Sat 9am-4pm, Aug 10
  X8-611 M1616   #0680 Laurel College Center

Site Selection/Unique Venues
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. $45** (fee based, no waivers)
- Thu 6:30pm-9:30pm, May 23
  XE-530 M1617   #0681 Laurel College Center
- Thu 6:30pm-9:30pm, Jul 18
  XE-530 M1619   #0683 Laurel College Center

Voice-Overs: Now Is Your Time
In what could be the one of most enlightening two hours you've ever spent, this class will show you how to begin using your speaking voice for commercials, films, videos and more! You will learn a unique, out-of-the-box method to cash in on one of the most lucrative full-time or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! Instructor Will Kamp is a successful voiceover actor for Honda and national television stations. $59** (includes $40 in fees*)
- Thu 6:30pm-8:30pm, Jun 13
  XE-100 J1624   #6625 Laurel College Center
- Wed 7pm-9pm, Jun 19
  XE-100 6386   #4586 Gateway Campus

Starting Your Meeting Planning Company
Have you ever thought of starting your own meeting management company and didn't know where to begin? This course will provide you with the information you need to establish your own business. In addition, you will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. $75 (includes $40 in fees*)
- Sat 9am-4pm, Jun 29
  XB-595 M1619   #0684 Laurel College Center

Mediation & Law
Legal Issues That Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. $45 (fee based, no waivers)
- Thu 6:30pm-9:30pm, Jun 6
  X8-120 M1624   #0694 Laurel College Center
- Thu 6:30pm-9:30pm, Jul 25
  X8-120 M1625   #0696 Laurel College Center

Paralegal Certificate Program
Earn a Continuing Education Certificate of Completion for Professional Development. Discover what it takes to start a paralegal career. Students 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. $180 (includes $140 in fees*)
- Jun 12-Jul 19
  XO-304 4752   #5875 Online
- Jul 17-Aug 23
  XO-304 4886   #1138 Online
- Aug 14-Sep 20
  XO-304 4887   #1139 Online
Effective Business Writing
If you communicate with others in writing, this course will help identify and eliminate any problem areas. Learn the steps to developing powerful written documents that draw readers in. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-221 4687  #5661 Online
- **Jul 17-Aug 23**
  - XO-221 4860  #1091 Online
- **Aug 14-Sep 20**
  - XO-221 4861  #1092 Online

Creating a Request for Proposal
A Request for Proposal (referred to as an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information, the company history and the company’s offer, including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. $75 (includes $40 in fees*)

- **Sat 9am-4pm, May 18**
  - X9-956 M1622  #0691 Laurel College Center
- **Sat 9am-4pm, Jul 13**
  - X9-956 M1623  #0693 Laurel College Center

Fundamentals of Technical Writing
Explore a career as a technical writer. Explore publishing and formatting techniques, develop graphics and templates, and document management. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-180 4767  #5890 Online
- **Jul 17-Aug 23**
  - XO-180 4896  #1150 Online
- **Aug 14-Sep 20**
  - XO-180 4897  #1151 Online

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** ahaywood@howardcc.edu
- **call** 443-518-4659
EARLY CHILDHOOD EDUCATION & CHILD CARE

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

Basic Health & Safety NEW Online Format!
Basic Health and Safety Training is now available as an online class. This course is MSDE-approved. See p. 12.

Early Childhood Education & Child Care

Child Growth and Development 45 Hours

Workforce Development Sequence Scholarship Eligible — See page 3.

This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $260 (includes $90 in fees* or $55 in fees* for classroom-based)

- Tue, Wed, Thu 6:30pm-9:45pm, Jun 11–Jul 16 (No class Jul 4)
  ZB-707 7653 #4228 Children’s Learning Center 7
  (In this section, all class hours are conducted in the classroom.)

ONLINE

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

- Jul 12-Aug 30
  ZB-707 7498 #7683 Online
- Jul 12-Aug 30
  ZB-707 7499 #7684 Online
- Jul 12-Aug 30
  ZB-707 7500 #7685 Online
- Jul 12-Aug 30
  ZB-707 7501 #7686 Online

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

Requirements for Child Care Care Positions

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

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

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

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

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

New Requirements In Maryland

Maryland regulations require that most center staff and family providers have completed the following courses:
- Including All Children and the ADA (see p. 10)
- Supporting Breastfeeding in Child Care (see p. 10)
- Basic Health & Safety (see p. 12)

Planning a staff professional day?
Request on-site training at your center, call 443-518-4049.
# Online Credential Boosters Courses

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

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

Please note the following about these courses:

- You can complete online Credential Boosters courses at your own pace, with instructor guidance; each one takes approximately three hours to complete (completion times may vary).
- You may register for and begin a class anytime between Jul 1 and Aug 16. Final deadline for course work is Aug 23.
- Once you have registered, it is your responsibility to email childcareclasses@howardcc.edu to receive an automated reply with login instructions.
- You will need access to a computer, the internet, and email to take an online Credential Boosters course.
- No refunds or transfers on or after the class start date. No assignment deadline extensions.

<table>
<thead>
<tr>
<th>CHILD DEVELOPMENT</th>
<th>SPECIAL NEEDS</th>
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<tr>
<td>Observation and Assessment Birth-12</td>
<td>Including All Children and the ADA</td>
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<td>MSDE Core of Knowledge: Ch Dev 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
<td>*Required Course. MSDE Core of Knowledge: SN 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<tr>
<td>Jul 1-Aug 23</td>
<td>Jul 1-Aug 23</td>
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<tr>
<td>ZB-725 7481 #7700</td>
<td>ZB-722 7489 #7697</td>
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<tr>
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<tr>
<td>Supervising Children in Child Care</td>
<td>Supporting Children With Disabilities</td>
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<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>
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<td>Jul 1-Aug 23</td>
<td>Jul 1-Aug 23</td>
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<tr>
<td>ZB-751 7482 #7713</td>
<td>ZB-720 7490 #7695</td>
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<tr>
<td>Online</td>
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<tr>
<td>Positive Child Guidance and Discipline Theory</td>
<td>Conflict Resolution Strategies</td>
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<tr>
<td>MSDE Core of Knowledge: Ch Dev 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
<td>MSDE Core of Knowledge: Pro 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Jul 1-Aug 23</td>
<td>Jul 1-Aug 23</td>
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<tr>
<td>ZB-726 7483 #7701</td>
<td>ZB-730 7493 #7705</td>
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<td>Online</td>
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<tr>
<td>CURRICULUM PLANNING</td>
<td>HEALTH, SAFETY &amp; NUTRITION</td>
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<td>Developmentally Appropriate Practice</td>
<td>Nutrition and Active Living</td>
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<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
<td>MSDE Core of Knowledge: HSN 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Jul 1-Aug 23</td>
<td>Jul 1-Aug 23</td>
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<td>ZB-724 7484 #7699</td>
<td>ZB-719 7487 #7694</td>
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<tr>
<td>Online</td>
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<tr>
<td>Resources that Guide Daily Planning</td>
<td>Playground Safety</td>
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<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
<td>MSDE Core of Knowledge: HSN 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Jul 1-Aug 23</td>
<td>Jul 1-Aug 23</td>
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<td>ZB-723 7485 #7698</td>
<td>ZB-729 7488 #7704</td>
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<td>Online</td>
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<td>Taking Learning Outside</td>
<td>Supporting Breastfeeding in Child Care</td>
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<tr>
<td>MSDE Core of Knowledge: Curric 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
<td>*Required Course. MSDE Core of Knowledge: 3 hrs. HSN. .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Jul 1-Aug 23</td>
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<td>ZB-727 7486 #7702</td>
<td>ZB-740 7497 #7711</td>
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<td>Online</td>
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<td>COMMUNITY CONNECTIONS</td>
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<td>MSDE Core of Knowledge: Com 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Jul 1-Aug 23</td>
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<td>ZB-732 7494 #7708</td>
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<td>Family &amp; Community Partnerships</td>
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<td>MSDE Core of Knowledge: Com 3 hrs., .3 CEUs. $40 (fee based, no waivers)</td>
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<td>Online</td>
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Preschool Curriculum and Activities 45 Hours

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages six-13. This certification course satisfies the curriculum half of the MSDE requirement of 45 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. $260 (includes $90 in fees*)

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

School Age Child Care Curriculum 45 Hours

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages six-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class.(T) 4.5 CEUs. $260 (includes $90 in fees*)

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

Infant and Toddler Care 45 Hours

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers. Teachers of two-year-olds in a licensed Preschool may also need the Preschool Curriculum course. This certification course satisfies the MSDE requirement of 90 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, available at the HCC Bookstore. 4.5 CEUs. $260 (includes $90 in fees*)

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

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, available at the HCC Bookstore. 4.5 CEUs. $260 (includes $90 in fees*)

ONLINE
Online classes have no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor's contact information is listed on the syllabus in the online course.
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. $230 (includes $90 in fees*)

- **Jul 1-Aug 23**
  - ZB-696 7479  #7679 Online
  - (You may begin this class anytime from Jul 1 until Aug 16. 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. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Begin work on the start date. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet and email to take this course.)

Communication Skills for Child Care Professionals
This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 9 CEUs. $90 (includes $65 in fees*)

**ONLINE**

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

- **Jun 10-Jun 24**
  - ZB-654 7617  #4215 Online
  - ZB-654 7506  #7675 Online

Child Health & Wellness

Nutritional Building Blocks: Fuel Up and Move! (IMIL 4)
Healthy nutrition is a key for growth and also is a foundation for success in school and life. Learn to promote healthy lifestyles in children, staff and families in a child care program and at home by establishing healthy preferences early in life with games, music and other engaging activities. MSDE Core of Knowledge: 4 hr. Health, Safety & Nutrition. Bring a bag lunch; wear comfortable clothes. 4 CEUs. $59 (includes $40 in fees*)

- **Sat 10am-2:30pm, May 18**
  - ZB-750 7646  #5985 Hickory Ridge

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. No assignment deadline extensions. 2 CEUs. $40 (fee based, no waivers)

- **Jul 1-Aug 23**
  - ZB-661 7496  #7677 Online
  - (You may begin this class anytime from Jul 1 until Aug 16; online course takes about 2 hours to complete [completion times vary.] Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet and email to take this course.)

Basic Health & Safety Training
Gain a foundation of information about critical health and safety topics and practice skills designed to meet the proposed Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. Topics include: how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. MSDE Core of Knowledge: 5 hrs. Health, Safety & Nutrition. 5 CEUs. $59 (includes $40 in fees*)

- **Sat 10am-3pm, Jun 8**
  - ZB-742 7637  #4254 Hickory Ridge
  - (In this class, all hours are conducted in the classroom.)

- **Jul 1-Aug 23**
  - ZB-742 7480  #7712 Online
  - (You may begin this class anytime from July 1 until Aug 16; online course takes about 2 hours to complete [completion times vary.] Online class has no classroom meetings. After you register, email childcareclasses@howardcc.edu to receive an automated reply with login instructions for Canvas. Instructor’s contact information is listed on the syllabus in the online course. You will need access to a computer, the internet and email to take this course.)

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

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

Sat 9am-3:30pm, Jul 13
ZB-655 7471   #7676 Hickory Ridge
(This section is funded by Project Security Blanket. Bring a bag lunch)

Medication Administration

Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAECY 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. HSN. 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 17
ZB-737 7507   #7710 Hickory Ridge

Trade Occupations & Licenses

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

★ Funding Assistance Available ★

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 15 percent by 2026, much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics. Commercial and residential building construction is expected to drive employment growth, and job opportunities for HVACR technicians are expected to be good. If you are interested in becoming an HVACR professional or are currently employed by a licensed HVACR company, you can now train to become a licensed journeyman through our new partnership with the Heating and Air Conditioning Contractors of Maryland (HACC of MD), who has trained hundreds of HVACR technicians to work in the industry since 1996. This apprenticeship program will train you to be an HVACR apprentice specializing in heating, ventilation, and air conditioning/refrigeration systems. Work may include installing, servicing and repairing heating and air conditioning systems in residences and commercial establishments.

Apprenticeships usually begin by assisting experienced technicians with such tasks as carrying materials, insulating refrigerant lines or cleaning furnaces. In time, you will move on to more difficult tasks such as cutting and soldering pipes and checking electrical and electronic circuits. The program takes four years to complete and includes a classroom portion along with 8,000 hours of on-the job training. Upon completion of the program, you will be eligible to receive your journeyman license from the State of Maryland without taking the exam.

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

Classes are held at Howard Community College for two evenings per week September through April. To enroll in this program, you must submit an application, which you can find at haccmd.org/apprenticeship.html. Please note that the application is available July 1. Applications are due August 16. For more information, please contact Stephanie Anderson at sanderson@haccmd.org or 410-431-8889.

Dates TBD Gateway Campus
For more information, email sanderson@haccmd.org or call 410-431-8889.

In Partnership With

HACC HEATING®AIR CONDITIONING CONTRACTORS OF MD
The Right Tools to Build Your Business

howardcc.edu/ConEd  443-518-1700  Summer 2019  13
Trade Occupations & Licenses

OSHA Compliant Forklift Operator Training
The Occupational Safety and Health Administration (OSHA) requires that anyone who operates or plans to operate a powered industrial lift truck be trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. This class consists of classroom training (part one), including videos and discussions on safe operation of the industrial powered rider lift truck, and practical training (part two) which is hands-on operation, demonstration. Students will operate the lift truck in a simulated and controlled work environment. Students earn a certificate for parts one and two and wallet card at the successful completion of the class. Students must be 18 year old and have the equivalent of high school English reading and speaking skills. Lunch is provided. No refund five days prior to class starting. Call 443-518-4971 for more information. .6 CEUs. $149 (includes $80 in fee*)

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

Mon, Wed 6pm-9:30pm, Jun 17-Jun 19
ZB-110 M1613 #0659 Laurel College Center
Mon, Wed 6pm-9:30pm, Aug 19-Aug 21
ZB-110 M1614 #0660 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. $130 (includes $90 in fees*)

Jun 12-Jul 19
XO-343 4761 #5884 Online
Jul 17-Aug 23
XO-343 4892 #1145 Online
Aug 14-Sep 20
XO-343 4893 #1146 Online

HCC's construction management apprenticeship program is currently seeking future professionals just like you!

HCC has a new Construction Management Apprenticeship Program, preparing students for lasting success in architectural, engineering, and general contracting jobs.

- You take two years of courses at HCC while working full-time at a local, licensed construction company.
- You are responsible for obtaining a job with participating employers by the time the apprenticeship program begins. Contact us to find out about ways we can assist in connecting you with potential sponsors.

For more information, call 443-518-4972 or email apprentice@howardcc.edu.
Computer Basics

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

Thu 9am-12pm, Jul 11
XA-773 8423 #1229 Gateway Campus Lab A

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*)

Fri 9am-4pm, Jun 14
XA-703 8325 #9390 Gateway Campus Lab C
Mon 9am-4pm, Jul 15
XA-703 8416 #1222 Gateway Campus Lab C
Fri 9am-4pm, Aug 2
XA-703 8417 #1223 Gateway Campus Lab C

Introduction to Personal Computers with Windows 10
This course is designed to teach the student the most basic computer skills needed for daily computer operation in a workplace setting in Windows 10. Topics include mouse and keyboarding techniques, navigating around the desktop and within programs, demonstrating the different types of programs most commonly used in a work setting, and basic techniques for opening, creating, editing and saving documents. This class will also present basic information on graphics and the Internet. 1.2 CEUs. $195 (includes $135 in fees*)

Tue,Thu 6:30pm-9:30pm, May 21-May 30
XA-419 M1842 #0664 Laurel College Center

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. $130 (includes $90 in fees*)

Jun 12-Jul 19
XO-349 4702 #5692 Online
Jul 17-Aug 23
XO-349 4870 #1104 Online
Aug 14-Sep 20
XO-349 4871 #1105 Online

Ready to Work Series
The following courses are recommended for individuals entering the workforce for the first time, returning after a long absence or starting a new career. Get a thorough introduction to Microsoft Office Applications used in most businesses. This career-oriented series consists of the following classes:
- Working with Windows (XA-703)
- Microsoft® Word in a Day (XA-782)
- Microsoft® Excel in a Day (XA-784)
- PowerPoint Presentations (XA-786)
- Email Basics and Outlook (XA-443)

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

Mon-Fri Jul 8-Aug 30
XA-739 8401 #1207 Gateway Campus

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

Thu 9am-4pm, Aug 8
XA-443 8433 #1239 Gateway Campus Lab A

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*)

Fri 9am-4pm, Aug 23
XA-734 8434 #1240 Gateway Campus Lab A
Office Applications

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 7
  XA-782 8328 #5933 Gateway Campus Lab B
- Tue 9am–4pm, Jul 23
  XA-782 8418 #1224 Gateway Campus Lab A
- Fri 9am–4pm, Aug 9
  XA-782 8419 #1225 Gateway Campus Lab A

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

- Thu 9am–4pm, May 30
  XA-783 8329 #5934 Gateway Campus Lab B
- Wed 9am–4pm, Jun 19
  XA-783 8330 #5935 Gateway Campus Lab B
- Wed 9am–4pm, Jul 31
  XA-783 8420 #1226 Gateway Campus Lab A
- Fri 9am–4pm, Aug 16
  XA-783 8421 #1227 Gateway Campus Lab A

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

- Tue 9am–4pm, Jun 25
  XA-616 8331 #5936 Gateway Campus Lab B
- Tue 9am–4pm, Aug 27
  XA-616 8422 #1228 Gateway Campus Lab A

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

- Wed 9am–4pm, May 22
  XA-784 8334 #5939 Gateway Campus Lab B
- Mon 9am–4pm, Jun 24
  XA-784 8335 #5940 Gateway Campus Lab B
- Tue 9am–4pm, Jul 30
  XA-784 8424 #1230 Gateway Campus Lab A
- Tue 9am–4pm, Aug 13
  XA-784 8425 #1231 Gateway Campus Lab A

Introduction to Microsoft® Excel
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, using macros, charts and graphs, utilizing functions to determine formulas and statistics. 1.8 CEUs. $270 (includes $95 in fees*)

- Tue,Thu 6:30pm–9:30pm, Jul 9–Jul 25
  XA-912 M1833 #0666 Laurel College Center

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals

A Training Program Designed in Collaboration with the Howard Tech Council and the Howard County Economic Development Authority

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

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

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

Prerequisites: Associate or bachelor’s degree.
Classes will be held at Howard Community College Gateway Campus one evening per week and four Saturdays. This hybrid course is a combination of face-to-face and online instruction beginning fall 2019. Specific dates to be announced in our fall non-credit schedule of classes.

★ SCHOLARSHIPS AVAILABLE! ★

If you are interested in this training, you must submit an application. Notification of acceptance will be emailed upon approved application eligibility.

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

This course is supported by the Maryland EARN program and is provided at a reduced rate for a limited number of students.
Microsoft® Excel Level 2 in a Day
Learn how to use advanced features of Excel including sorting and filtering advanced formulas, and analysis tools including pivot tables and charts. Prerequisite: Microsoft Excel Level 1 in a Day. 6 hrs. .6 CEUs. $130 (includes $80 in fees*)
- Fri 9am-4pm, May 17
  XA-865 8336 #5941 Gateway Campus Lab B
- Mon 9am-4pm, Jun 3
  XA-865 8337 #5942 Gateway Campus Lab B
- Fri 9am-4pm, Aug 2
  XA-865 8426 #1232 Gateway Campus Lab A
- Wed 9am-4pm, Aug 21
  XA-865 8427 #1233 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,Tue 9am-4pm, Jun 10-Jun 11
  XA-877 8338 #5943 Gateway Campus Lab B
- Mon,Wed 9am-4pm, Aug 26-Aug 28
  XA-877 8428 #1234 Gateway Campus Lab A

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*)
- Thu 9am-4pm, Jun 20
  XA-880 8339 #5944 Gateway Campus Lab B
- Fri 9am-4pm, Aug 30
  XA-880 8429 #1235 Gateway Campus Lab A

Introduction to Microsoft® PowerPoint
If you use Microsoft Word or other Microsoft Office components in your job daily, and need to learn to use basic features of PowerPoint 2016 for career advancement, this course is for you. Topics include presentations, formatting slides, using drawing objects, working with graphics, and using tables and charts. .6 CEUs. $130 (includes $80 in fees*)
- Tue,Thu 6:30pm-9:30pm, Jun 25-Jun 27
  XA-914 M1834 #0668 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*)
- Mon 9am-4pm, Jul 29
  XA-786 8430 #1236 Gateway Campus Lab A
- Thu 9am-4pm, Aug 15
  XA-786 8431 #1237 Gateway Campus Lab A

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*)
- Mon,Wed 9am-4pm, Jul 8-Jul 10
  XA-874 8435 #1241 Gateway Campus Lab A

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*)
- Mon,Wed 9am-4pm, Aug 12-Aug 14
  XA-875 8436 #1242 Gateway Campus Lab A

Microsoft® Access Level 3
Learn how to work with multiple databases and data sources; use advanced features of Access such as data access pages, forms, reports, and macros. Prerequisite: Microsoft Access Level 2. 12 hrs. 1.2 CEUs. $230 (includes $115 in fees*)
- Mon,Tue 9am-4pm, Jun 10-Jun 11
  XA-877 8338 #5943 Gateway Campus Lab B
- Mon,Wed 9am-4pm, Aug 26-Aug 28
  XA-877 8428 #1234 Gateway Campus Lab A

Microsoft® Access Level 4
This course is intended for advanced Microsoft Access professionals who need to automate Access database tasks using Visual Basic for Applications (VBA). Prerequisite: Access Level 3. .6 CEUs. $215 (includes $120 in fees*)
- Thu 9am-4pm, Jun 20
  XA-880 8339 #5944 Gateway Campus Lab B
- Fri 9am-4pm, Aug 30
  XA-880 8429 #1235 Gateway Campus Lab A

Office 365® For Business
What is Office 365 for Business? What can it do for your organization and what are the limitations? Find out in this overview of the resources and tools in the cloud that have been designed to help organizations achieve a high level of communication, team collaboration, sharing and overall management efficiency. Topics will include Mail, SharePoint, OneDrive and Customization. This introductory overview will prepare you for the next step in the training process, regardless as to whether you are an end user, administrator, manager or developer. Discover an educational pathway that will lead you with the best solutions. Three hours. $59** (fee based, no waivers)
- Mon 9am-12pm, Jun 17
  XE-618 8322 #5927 Gateway Campus Lab E
- Fri 9am-12pm, Jul 19
  XE-618 8415 #1221 Gateway Campus Lab C

Databases
Microsoft® Access Level 1
Learn the fundamentals of database processing. Learn to create a database structure using Access and to edit and use the tools for data retrieval such as queries, forms, reports, and labels. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. $215 (includes $120 in fees*)
- Mon,Wed 9am-4pm, Jul 8-Jul 10
  XA-874 8435 #1241 Gateway Campus Lab A

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, May 29
  XA-787 8342 #5947 Gateway Campus Lab B
- Thu 9am-4pm, Aug 29
  XA-787 8432 #1238 Gateway Campus Lab A

Introduction to Microsoft® PowerPoint
If you use Microsoft Word or other Microsoft Office components in your job daily, and need to learn to use basic features of PowerPoint 2016 for career advancement, this course is for you. Topics include presentations, formatting slides, using drawing objects, working with graphics, and using tables and charts. .6 CEUs. $130 (includes $80 in fees*)
- Tue,Thu 6:30pm-9:30pm, Jun 25-Jun 27
  XA-914 M1834 #0668 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*)
- Mon 9am-4pm, Jul 29
  XA-786 8430 #1236 Gateway Campus Lab A
- Thu 9am-4pm, Aug 15
  XA-786 8431 #1237 Gateway Campus Lab A

Introduction to Microsoft® PowerPoint
If you use Microsoft Word or other Microsoft Office components in your job daily, and need to learn to use basic features of PowerPoint 2016 for career advancement, this course is for you. Topics include presentations, formatting slides, using drawing objects, working with graphics, and using tables and charts. .6 CEUs. $130 (includes $80 in fees*)
- Tue,Thu 6:30pm-9:30pm, Jun 25-Jun 27
  XA-914 M1834 #0668 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*)
- Mon 9am-4pm, Jul 29
  XA-786 8430 #1236 Gateway Campus Lab A
- Thu 9am-4pm, Aug 15
  XA-786 8431 #1237 Gateway Campus Lab A

Want to do more with your data analysis?
Check out Introduction to Tableau. See page 18.

howardcc.edu/ConEd  443-518-1700
Summer 2019  17
Mastering Access Macros
Learn about various types of macros and how to best use them including a review of macros learned in the advanced access class. Learn to create automated programs. Global macros, embedded macros, data entry macros and automated macros will be covered. Prerequisite: Access Level 2. 0.6 CEUs. $195 (includes $140 in fees*)
- Mon 9am-4pm, May 20
  XA-879 8349 #5974 Gateway Campus Lab B
- Wed 9am-4pm, Aug 28
  XA-879 8437 #1243 Gateway Campus Lab C

Linking Access with SQL
Learn how to link your Access database with the SQL Server for data sharing. Create a data file, link and manipulate the data in the Access application. Students should have a working knowledge of Access and/or SQL. Prerequisite SQL Essentials, and/or Access Level 2. $99** (fee based, no waivers)
- Wed 9am-12pm, Jun 19
  XE-428 8352 #5953 Gateway Campus Lab C
- Fri 9am-12pm, Aug 30
  XE-428 8440 #1246 Gateway Campus Lab C

Introduction to Tableau *NEW!* 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*)
- Mon, Wed 9am-4pm, Jun 3-Jun 5
  XA-422 8367 #5963 Gateway Campus Lab C
- Wed, Fri 9am-4pm, Jul 24-Jul 26
  XA-422 8455 #1262 Gateway Campus Lab E

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*)
- Mon, Wed 9am-4pm, Jun 10-Jun 12
  XA-803 8350 #5951 Gateway Campus Lab C

SQL Essentials
Taking SQL skills to the next level, students 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. 0.6 CEUs. $175 (includes $90 in fees*)
- Mon 9am-4pm, Jun 17
  XA-807 8351 #5952 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. $169 (includes $129 in fees*)
- Jun 12-Jul 19
  XO-211 4696 #5683 Online
- Jul 17-Aug 23
  XO-211 4866 #1099 Online
- Aug 14-Sep 20
  XO-211 4867 #1101 Online

Oracle Database SQL
In this course you will learn the fundamentals of SQL using Oracle Database Technology. The course provides knowledge and skills in manipulating, restricting, and sorting data; using single, group and conversion functions; using set operators; using subqueries; controlling user access; managing schema objects; and many more. This course will prepare you for the Oracle Database SQL 1Z0-071 exam to earn Oracle Database SQL Certified Associate certification, which is the first step to other Oracle certification. 2.4 CEUs. $336 (includes $140 in fees*)
- Mon 6:30pm-9:30pm, Jun 3-Jul 22
  XA-410 M1841 #0678 Laurel College Center

QuickBooks for Small Business Accounting
Learn the basics of QuickBooks, an accounting program designed for business use. Topics include accounts receivable and payable, job cost, budgets, reconciliations, financial statement preparation, year-end closing, and adjusting entries. Prerequisite: Microsoft Windows experience. 1.2 CEUs. $395 (includes $225 in fees*)
- Mon, Wed 9am-4pm, Jun 17
  XA-807 8351 #5952 Gateway Campus Lab C
- Wed, Fri 9am-4pm, Jul 24-Jul 26
  XA-803 8350 #5951 Gateway Campus Lab C
- Mon, Wed 9am-4pm, Jun 10-Jun 12
  XA-803 8350 #5951 Gateway Campus Lab C

会计与金融
QuickBooks for Small Business Accounting
学习QuickBooks的基本知识，这是一个为商业设计的会计程序。主题包括应收账款和应付账款、项目成本、预算、对账、财务报表的准备、年度结束和调整。先决条件：Windows操作系统经验。1.2 CEUs。$395（包括$225费用*）
- 周二，周四上午8:30-下午4:30，6月11-6月13
  XA-431 8306 #5910 Gateway Campus Lab A
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. $130 (includes $90 in fees*)
- Jun 12-Jul 19
  XO-218 4684 #5654 Online
- Jul 17-Aug 23
  XO-218 4685 #1089 Online
- Aug 14-Sep 20
  XO-218 4689 #1090 Online

Accounting Fundamentals II
This course builds on the topics covered in the Accounting Fundamentals course. Students 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. $130 (includes $90 in fees*)
- Jun 12-Jul 19
  XO-358 4740 #5863 Online
- Jul 17-Aug 23
  XO-358 4741 #1113 Online
- Aug 14-Sep 20
  XO-358 4742 #1114 Online

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. $295 (includes $195 in fees*)
- Mon,Tue,Wed 9am-4pm, May 20-May 22
  XA-402 8360 #5961 Gateway Campus Lab A
- Wed,Thu,Fri 9am-4pm, Jun 19-Jun 21
  XA-475 8320 #5924 Gateway Campus Lab A
- Mon,Wed 6:30pm-9:30pm, Jul 22-Aug 7
  XA-475 8414 #1220 Gateway Campus Lab E

Desktop, Photo Editing & Graphic Design
Adobe® Acrobat Level 2
This course prepares users to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing. Prerequisite: Adobe Acrobat .6 CEUs. $155 (includes $120 in fees*)
- Wed 9am-4pm, Aug 14
  XA-305 8445 #1251 Gateway Campus Lab C

Adobe® Acrobat Level 2
This course prepares users to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing. Prerequisite: Adobe Acrobat .6 CEUs. $155 (includes $120 in fees*)
- Wed 9am-4pm, Aug 14
  XA-305 8445 #1251 Gateway Campus Lab C

CINEMA 4D
CINEMA 4D (C4D) is a vital tool for motion graphics artists, visual effects (VFX) artists, and animators alike. In this course, we cover key C4D concepts including: object hierarchies and relationships, the essential skills for modeling, how to give your 3D models realistic-looking surfaces, keyframe animation, and camera movement. Prerequisite: basic computer experience and some video or Photoshop experience. 1.8 CEUs. $295 (includes $195 in fees*)
- Mon,Tue,Wed 9am-4pm, May 20-May 22
  XA-402 8360 #5961 Gateway Campus Lab C
- Wed,Thu,Fri 9am-4pm, Aug 14-Aug 16
  XA-402 8447 #1253 Gateway Campus Lab E

Premiere Pro
This course helps students 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 9am-4pm, Jul 22
  XA-919 8402 #1208 Gateway Campus Lab E
- Mon 9am-4pm, Jul 15-Jul 17
  XA-919 8402 #1208 Gateway Campus Lab E

InDesign Level 1
Learn how to use Adobe InDesign to design professional-looking documents and print layouts. With this basic overview of the application, you can start creating documents right away. Learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. Prerequisites: Working With Windows and Microsoft Word or equivalent. 1.2 CEUs. $235 (includes $150 in fees*)
- Mon,Wed 9am-4pm, Jun 24-Jun 26
  XA-401 8359 #5960 Gateway Campus Lab C

InDesign Level 1
Learn how to use Adobe InDesign to design professional-looking documents and print layouts. With this basic overview of the application, you can start creating documents right away. Learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. Prerequisites: Working With Windows and Microsoft Word or equivalent. 1.2 CEUs. $235 (includes $150 in fees*)
- Mon,Wed 9am-4pm, Jun 24-Jun 26
  XA-401 8359 #5960 Gateway Campus Lab C
InDesign Level 2
This course builds on the concepts and skills taught in InDesign Level 1. Create professional-looking layouts more efficiently. Learn how to set up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Prerequisites: InDesign Level 1. 1.2 CEUs. $235 (includes $150 in fees*)

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*)

Illustrator Level 2
Create more complex illustrations, apply special effects, and use advanced features. Prerequisite: Introduction to Adobe Illustrator. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

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*)

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

Digital Photography Basics
This introductory course is designed for photographers who want to learn how to use Adobe Lightroom photo cataloging and image processing software. You will learn the proper organizational methods for storing images on a computer, how to add metadata to photographs for fast search and retrieval, how to use the powerful post-production image editing tools, and how to properly print directly from Lightroom. 12 hours. 1.2 CEUs. $235 (includes $150 in fees*)

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)

Adobe Lightroom 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)

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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)

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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. Students 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. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-447 4782 #5905 Online
- **Jul 17-Aug 23**
  - XO-447 4906 #1194 Online
- **Aug 14-Sep 20**
  - XO-447 4907 #1195 Online

HTML and CSS Level 1
HTML coding enables users to develop websites with greater efficiency, accessibility, and forward compatibility. Learn to build a webpage with basic forms and tables, integrated text and graphics, color and other effects, and hyperlinks. Learn to create compliant code, which will allow you to reach the widest possible audience. Also use Cascading Style Sheets (CSS) to format content. Prerequisite: Basic internet experience. Textbook included. Six hours. .6 CEUs. $135 (includes $100 in fees*)

- **Fri 9am-4pm, Jul 19**
  - XA-701 8409 #1215 Gateway Campus Lab E
- **Fri 9am-4pm, Aug 2**
  - XA-701 8410 #1216 Gateway Campus Lab E

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. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-128 4734 #5857 Online
- **Jul 17-Aug 23**
  - XO-128 4874 #1109 Online
- **Aug 14-Sep 20**
  - XO-128 4875 #1110 Online

Creating Webpages
Learn the basics of creating a website using HTML language. Students 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. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-114 4749 #5872 Online
- **Jul 17-Aug 23**
  - XO-114 4884 #1136 Online
- **Aug 14-Sep 20**
  - XO-114 4885 #1137 Online

Creating WordPress Websites
Learn to use this popular software package to create a WordPress site or blog. Students 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. $130 (includes $90 in fees*)

- **Jun 12-Jul 19**
  - XO-495 4773 #5896 Online
- **Jul 17-Aug 23**
  - XO-495 4900 #1188 Online
- **Aug 14-Sep 20**
  - XO-495 4901 #1189 Online

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 12, Jul 17, & Aug 14.
  - Visit ed2go.com/howardcc or call 443-518-4680 for information.

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

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

Introduction to 3-D Design for 3-D Printing
In this 3-D printing and modeling course, learn how to create a 3-D design for 3-D printing! Use professional-level, open-source modeling software and learn 3-D printing fundamentals. Prerequisite: Windows and basic computer experience. 1.2 CEUs. $250 (includes $170 in fees*)

- Mon, Wed 6:30pm-9:30pm, Jun 3-Jun 12  
  XA-810 8358  #5959  Gateway Campus Lab C
- Tue, Thu 6:30pm-9:30pm, Aug 6-Aug 15  
  XA-810 8446  #1252  Gateway Campus Lab C

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

- Jun 3-Jun 28  
  XO-928 4911  #1200  Online

Choosing a Programming Language
The computer programming world has become much more complex and varied than it even a decade ago. There are many more language choices, and more types of programming applications, each requiring different skill sets 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)

- Wed 9am-12pm, Aug 7  
  XA-395 8460  #1268  Gateway Campus Lab E

Introduction to Java Programming
Learn Java syntax, concentrating on fundamental and universally useful elements. Explore advanced elements and write useful Java classes, applying object-oriented concepts such as inheritance. You will create Java programs that will allow you to work with these classes. 18 hours. 1.8 CEUs. $495 (includes $290 in fees*)

- Mon, Wed 9am-4pm, Aug 19-Aug 26  
  XA-398 8453  #1270  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 webpages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)

- Mon, Wed 9am-3pm, Jul 15-Jul 22  
  XA-397 8466  #1409  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*)

- Mon, Wed 9am-4pm, Jul 24-Jul 31  
  XA-396 8454  #1260  Gateway Campus Lab A

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

- Tue, Wed, Thu 9am-4pm, Jul 16-Jul 18  
  XA-404 8449  #1256  Gateway Campus Lab C

C Programming Level 2
This course has been designed to follow the Introduction to C course (level 1). Together, both courses provide a solid foundation in C programming for a variety of subsequent applications including: business, database, scientific, engineering, systems level, graphics, and real-time control. Major topics covered in this course include: pointers, arrays as arguments to functions, structures, sequential file I/O, common C bugs, debugging techniques, using a source level debugger (Windows only), additional preprocessor commands, unraveling complex C declarations, and a comparison of K&R C vs. ANSI C. Prerequisites: C level 1 or some basic C experience. 1.8 CEUs. $495 (includes $290 in fees*)

- Tue, Wed, Thu 9am-4pm, Jul 30-Aug 1  
  XA-405 8450  #1257  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. $149 (includes $109 in fees*)
- Jun 12-Jul 19
  XO-325 4758  #5881  Online
- Jul 17-Aug 23
  XO-325 4890  #1142  Online
- Aug 14-Sep 20
  XO-325 4891  #1143  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*)
- Wed,Thu,Fri 9am-4pm, May 29-May 31
  WA-406 8364  #5969  Gateway Campus Lab E
- Mon,Tue,Wed 9am-4pm, Aug 5-Aug 7
  WA-406 8451  #1258  Gateway Campus Lab C

Introduction to C++ Programming Level 2
Create, compile, link and debug C++ programs. Topics covered include: single inheritance & multiple inheritance; compile-time polymorphism via overloaded functions and overloaded operators; run-time polymorphism via virtual functions and abstract classes; constructors, destructors, and passing parameters to multiple constructors; data hiding; using classes and objects; and both sequential and random file i/o. Both the Introduction and Level 2 establish a firm working knowledge of the C++ programming language. Prerequisites: Introduction to C++ Programming. 1.8 CEUs. $495 (includes $290 in fees*)
- Wed,Thu,Fri 9am-4pm, Jun 12-Jun 14
  WA-407 8365  #5969  Gateway Campus Lab E
- Mon,Tue,Wed 9am-4pm, Aug 19-Aug 21
  WA-407 8452  #1259  Gateway Campus Lab C

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. $149 (includes $109 in fees*)
- Jun 12-Jul 19
  XO-340 4779  #5902  Online
- Jul 17-Aug 23
  XO-340 4904  #1192  Online
- Aug 14-Sep 20
  XO-340 4905  #1193  Online

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. $130 (includes $90 in fees*)
- Jun 12-Jul 19
  XO-156 4770  #5893  Online
- Jul 17-Aug 23
  XO-156 4898  #1152  Online
- Aug 14-Sep 20
  XO-156 4899  #1153  Online

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. $130 (includes $90 in fees*)
- Jun 12-Jul 19
  XO-351 4693  #5673  Online
- Jul 17-Aug 23
  XO-351 4864  #1096  Online
- Aug 14-Sep 20
  XO-351 4865  #1097  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. $130 (includes $90 in fees*)
- Jun 12-Jul 19
  XO-399 4690  #5670  Online
- Jul 17-Aug 23
  XO-399 4862  #1093  Online
- Aug 14-Sep 20
  XO-399 4863  #1094  Online

howardcc.edu/ConEd  443-518-1700  Summer 2019  23
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 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. $169 (includes $129 in fees*)

- Jun 12-Jul 19
  X0-135 4666  #5613  Online

- Jul 17-Aug 23
  X0-135 4846  #1076  Online

- Aug 14-Sep 20
  X0-135 4847  #1077  Online

Intermediate A+ Certification: Operating Systems
Learn about the Windows operating system and discover installation, maintenance, and troubleshooting techniques. You will explore virtualization and how it is used. Finish the course with knowledge about printer installation, configuration, and troubleshooting. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $169 (includes $129 in fees*)

- Jun 12-Jul 19
  X0-136 4669  #5624  Online

- Jul 17-Aug 23
  X0-136 4848  #1078  Online

- Aug 14-Sep 20
  X0-136 4849  #1079  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. $169 (includes $129 in fees*)

- Jun 12-Jul 19
  X0-137 4672  #5630  Online

- Jul 17-Aug 23
  X0-137 4850  #1080  Online

- Aug 14-Sep 20
  X0-137 4851  #1081  Online

**CYBERSECURITY COURSES OFFERED IN PARTNERSHIP WITH ANNE ARUNDEL COMMUNITY COLLEGE**

The following courses will be held at Anne Arundel Community College’s Center for Cyber and Professional Training (CCPT), located at 7556 Teague Road, Hanover, MD 21076.

Please call 443-518-4973 for more information.

**CISSP Exam Prep**
Prepare to become a certified information systems security professional by closely examining the Common Body of Knowledge (CBK). Learn the new eight domains essential for the protection of information systems and corporate and national infrastructures. CEUs awarded. Prerequisite: Significant IT security experience and prior certification such as CCNA, CCNP, MCSE or SCNP are recommended. 49 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.9 CEUs, $1,713 (includes $800 in fees*)

- Tue, Thu 6pm-9:45pm, Jul 11-Aug 27
  XA-503 8463  #1328

For more information, please call 443-518-4973.

**CompTIA A+ Exam Prep**
CompTIA A+ Certification Prep Prepare for the CompTIA A+ certification exam. Review basic computer hardware, operating systems, PC components, networking, security, laptops and printers. Learn how to install, configure, secure and troubleshoot these items plus customer service and communication skills. Textbook information available at AACC Bookstore. CEUs issued. Digital badge issued. $1,270 includes $345 fee. Prerequisite: General knowledge of computer hardware and software. Note: Exam fees included. 68 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs, $1,320 (includes $600 in fees*)

- Mon, Wed 6pm-10pm, Jun 26-Aug 26
  XA-499 8464  #1329

For more information, please call 443-518-4973.

**CompTIA Network+ Exam Prep**
Prepare for the Network+ Certification Exam. Focus on the six exam objectives including network technologies, network media and topologies, network devices, network management, network tools, and network security. Textbook and certification prep materials available at the AACC Bookstore. CEUs issued. 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, $1,270 includes $345 fee. Prerequisite: General knowledge of computer hardware and software. Note: Exam fees included. 68 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs, $1,320 (includes $600 in fees*)

- Tue, Thu 6pm-10pm, Jul 11-Aug 13
  XA-500 8462  #1327

For more information, please call 443-518-4973.

**CompTIA Security+ Exam Prep**
Prepare for the CompTIA Security+ Exam including review of network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management, and cryptography. Textbook and certification prep materials are available at the AACC Bookstore. Prerequisite: Knowledge of operating systems and hardware and/or CompTIA A+; significant IT security experience and prior certification such as CCNA, CCNP, MCSE or SCNP are recommended. 68 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.9 CEUs, $1,510 (includes $800 in fees*)

- Tue, Thu 6pm-9:45pm, Jul 11-Aug 27
  XA-504 8465  #1330

For more information, please call 443-518-4973.

**CISSP Exam Prep**
Prepare to become a certified information systems security professional by closely examining the Common Body of Knowledge (CBK). Learn the new eight domains essential for the protection of information systems and corporate and national infrastructures. CEUs awarded. Prerequisite: Significant IT security experience and prior certification such as CCNA, CCNP, MCSE or SCNP are recommended. 49 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.9 CEUs, $1,713 (includes $800 in fees*)

- Tue, Thu 6pm-9:45pm, Jul 11-Aug 27
  XA-503 8463  #1328

For more information, please call 443-518-4973.
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. $169 (includes $129 in fees*)
- **Jun 12-Jul 19**
  - X0-300 4675  #5636  Online
- **Jul 17-Aug 23**
  - X0-300 4852  #1082  Online
- **Aug 14-Sep 20**
  - X0-300 4853  #1083  Online

Security+ Certification Prep
This course prepares you for CompTIA's Security+ certification exam. Explore security protocols, policies, risk analysis and risk control methods. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $169 (includes $129 in fees*)
- **Jun 12-Jul 19**
  - X0-417 4678  #5642  Online
- **Jul 17-Aug 23**
  - X0-417 4854  #1084  Online
- **Aug 14-Sep 20**
  - X0-417 4855  #1085  Online

Security+ Certification Prep 2
Review key terminology and concepts needed to pass CompTIA's Security+ certification exam. This course, the second of two courses, will provide you with helpful study tools including crossword puzzles, games, and practice questions. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $169 (includes $129 in fees*)
- **Jun 12-Jul 19**
  - X0-106 4681  #5648  Online
- **Jul 17-Aug 23**
  - X0-106 4856  #1086  Online
- **Aug 14-Sep 20**
  - X0-106 4857  #1087  Online

IT Help Desk

Help Desk Technology: Part 1
This class is for those who want to work in the Help Desk environment. This is a lecture-only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). .6 CEUs. $110 (includes $90 in fees*)
- **Mon,Wed 6:30pm-9:30pm, Jun 3-Jun 5**
  - XA-413 M1835  #0671  Laurel College Center

Troubleshooting MS-Windows
In this 9-hour course, the student will review common error messages within MS-Windows 10 product and practice to resolve them. .9 CEUs. $150 (includes $90 in fees*)
- **Mon,Wed 6:30pm-9:30pm, Jul 15-Jul 22**
  - XA-415 M1837  #0674  Laurel College Center

Troubleshooting MS-Word for Help Desk Technology
In this class, you will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: Working knowledge of Microsoft-Windows and Microsoft-Word. .9 CEUs. $150 (includes $90 in fees*)
- **Mon,Wed 6:30pm-9:30pm, Jun 24-Jul 1**
  - XA-415 M1837  #0675  Laurel College Center

Troubleshooting Excel: Help Desk
In this class, you will be shown typical MS-Excel software error messages and be shown how to resolve them. Prerequisite: Working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. .9 CEUs. $150 (includes $90 in fees*)
- **Mon,Wed 9:30am-12:30pm, Aug 5-Aug 12**
  - XA-418 M1839  #0676  Laurel College Center

Troubleshooting MS-Access for Help Desk Technology
In this class, you will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: Working knowledge of MS-Windows and MS-Access. .9 CEUs. $150 (includes $90 in fees*)
- **Mon,Wed 6:30pm-9:30pm, Aug 14-Aug 21**
  - XA-417 M1840  #0677  Laurel College Center

Interested in Linux courses?
View the latest ed2go catalog at ed2go.com/howardcc.
The demand for a well-trained workforce in the health care industry continues to grow. If you’re looking to start your career, earn a certification, or are looking to transition into another specialization, we can help.

**Medical Office Skills**

**Medical Records and Health Information Technician**

**Accelerated, Comprehensive Training**

**Medical Coding & Billing, Electronic Health Records, and Health Information Technology Career Path**

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

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

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

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

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

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

1. **Medical Terminology** (55 hours) Aug 24–Sep 23, held on Mon, Wed, and four Saturdays; Prerequisite to Anatomy and Pathophysiology for Medical Billers/Coders, Medical Insurance Billing A-Z Plus, and Coding Courses.

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

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

4. **Coding courses** include up to five separate courses offered in sequence beginning January–June 2020.

- **Introduction to ICD-10-CM Medical Coding** (63 hours), held on Mon, Wed, and Saturdays.

- **Advanced Facility Medical Coding** (83 hours), held on Mon, Wed, and Saturdays.

- **Introduction to CPT & HCPCS Medical Coding** (63 hours), held on Mon, Wed, and Saturdays.

- **Advanced Physician Medical Coding** (83 hours), held on Mon, Wed, and Saturdays.

- **Advanced Facility/Outpatient Medical Coding** (83 hours), held on Mon, Wed, and Saturdays.

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

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

**Certification:**

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

Successful students who complete all courses are eligible for:

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

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

For financial assistance possibilities including a payment plan option visit howardcc.edu/coned or call the Workforce Development Office and ask about eligibility for the Workforce Innovation and Opportunity Act (WIOA) program at 410-290-2620.

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

You can also train at home! This self-paced online program allows you to learn according to your schedule. Please see the online program listing on page 27 or email conedhealthcare@howardcc.edu.

Not sure if a career in medical billing/coding is right for you? You may enroll in the short online Ed2Go courses to explore if this is the right career for you. See page 27 or visit ed2go.com/howardcc.
Medical Terminology

Register by August 10 for a $50 early bird discount.

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

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

The below introductory courses do not fulfill prerequisites for certification. Take the below courses if you’re interested in exploring Medical Terminology, Medical Coding, or Administrative Medical Assistant but are not sure if medical billing/coding is the right career for you.

Medical Terminology ONLINE

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. $130 (includes $90 in fees*)

− Jun 12–Jul 19
  XO-190 4743  #5866  Online
  − Jul 17–Aug 23
  XO-190 4880  #1115  Online
  − Aug 14–Sep 20
  XO-190 4881  #1116  Online

Medical Coding

You will learn to use the CPT manual and the ICD-9-CM to find medical codes for diseases, treatments, and surgical procedures. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $130 (includes $90 in fees*)

− Jun 12–Jul 19
  XO-419 4737  #5860  Online
  − Jul 17–Aug 23
  XO-419 4876  #1111  Online
  − Aug 14–Sep 20
  XO-419 4877  #1112  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. $130 (includes $90 in fees*)

− Jun 12–Jul 19
  XO-480 4746  #5869  Online
  − Jul 17–Aug 23
  XO-480 4882  #1134  Online
  − Aug 14–Sep 20
  XO-480 4883  #1135  Online

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals

A Training Program Designed in Collaboration with the Howard Tech Council and the Howard County Economic Development Authority

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

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

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

Prerequisites: Associate or bachelor’s degree.

Classes will be held at Howard Community College Gateway Campus one evening per week and specific Saturdays. This hybrid course is a combination of face-to-face and online instruction beginning fall 2019. Specific dates to be announced in our fall non-credit schedule of classes.

★ SCHOLARSHIPS AVAILABLE! ★

If you are interested in this training, you must submit an application. Notification of acceptance will be emailed upon approved application eligibility. For more information, please contact Marilyn Estes at estes@howardcc.edu or call 443-518-4977.

This course is supported by the Maryland EARN program and is provided at a reduced rate for a limited number of students.
ONLINE Medical Coding & Billing, Transcription, Medical Administrative Assistant with Electronic Health Records (EHR), Medical Billing and NEW Inpatient Auditing Program and Health IT

in Partnership with Career Step, one of the nation’s leading providers of online medical transcription and coding & billing training

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

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

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

Upcoming fall and winter start dates for each of the following programs include:
- Aug 26, Sep 9 or 23, Oct 7 or 21, Nov 4 or 18, Dec 2 or 16, Jan 13 or 27
Select the start date that works best for you.
Refund policy does not apply to these courses.

Medical Transcription Editor
Successful completion of this program can give you the potential to make up to $40,000 per year. The 640-hour curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI, formerly the American Association of Medical Transcription, or AAMT). Enrollment includes 12 months of online access, access to books, and a voucher to take the RHDS national certification exam. $3,115 (includes $2,605 in fees*).

Professional Medical Coding & Billing With Advanced Code Sets
This 640-hour highly interactive curriculum is an American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC) approved program to prepare students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Enrollment includes 12 months of online access, ebooks, industry codebooks, access to online references, and a voucher for one of the national certification exams. In addition, students practice their coding skills in an extensive practical section to gain valuable hands-on experience before graduation. $3,615 (includes $3,385 in fees*)

Medical Administrative Assistant with EHR
Approved by the National Healthcareer Association, the Medical Administrative Assistant with EHR program prepares students for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. This interactive curriculum also includes over 20 hours of training on the government-certified ezEMRx EHR software. Enrollment includes six months of online access, ebooks, and vouchers for the CMAA AND CHERS exams. $2,815 (includes $2,605 in fees*).

Inpatient Auditing Program
Inpatient Auditing is a new job field to advance in your health information management career. Recent job postings (LexiCode, Kaiser Permanente) have offered salaries ranging from $67,000 to $96,000 a year. It is now an alternate career path for inpatient coders (historically, management has been the only choice) with three years of inpatient acute care coding experience within the last five years, who hold a current RHIA, RHIT, CCS, or CPC credential, and can pass the Career Step Inpatient Auditing Skill Evaluation. AHIMA expects exponential growth through 2022 due to changes in insurance and reimbursement policies. The curriculum is designed to cover both the technical and soft skills required to be a good auditor and includes an audit practicum with up to 100 cases for hands-on experience. All prospective students must take an Inpatient Auditing Skill Evaluation to help assess their background, knowledge and skills needed to be successful in the program, and to test out of material they already know. To take the skill evaluation exam, please visit: ipauditpreassess.mctesting.com. After taking the exam, please email 2pinfo@careerstep.com for your score and further directions. Enrollment includes one year of online access, textbooks, and a hands-on auditing practicum. $2,819 (includes $2,239 in fees*).

Health Information Technology
This program prepares students for the rapidly growing health care IT sector. Students graduate ready to earn the CompTIA A+ certification as well as the Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) credentials offered by the National Healthcareer Association. Students learn computer hardware/software, troubleshooting, technology security, and health care documentation among other topics, and also gain hands-on experience with government-certified ezEMRx electronic health records software. Enrollment includes 12 months of online access, ebooks, exam study guides, a computer repair toolkit, a power supply tester, and four national certification exam vouchers. $3,915 (includes $3,335 in fees*)
Attention, Medical Sonographers

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

Become a certified Diagnostic Medical Vascular Sonographer

- Enroll in the new continuing education 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 coursework and clinical hours (eight to 12 months). You will then be eligible to sit for the national exam!

Classes begin July 2019.

To apply or for more information, call 443-518-4972 or email asummers@howardcc.edu.

Certified Nursing Assistant: Theory and Clinical

Prepare to function as a nursing assistant in a variety of health care settings. This course has been approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Certified Nursing Assistant Theory and Clinical must be successfully completed to receive a certificate. You are eligible to take the State Geriatric Examination. Immunizations, literacy screening and criminal investigation required. You must take both the Theory and Clinical sections. Theory-100 hours, Clinical-45 hours. No refunds. Contact Kathy Schultz at 443-518-4981 for additional information. 14.5 CEUs. $1,535 (includes $740 in fees*)

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

### THEORY: HYBRID
- **Sat 9am-4pm, Apr 27-May 17**
  - XH-651 7106 #4332
  - Howard Hall 122
  - (This hybrid course meets one day per week for clinical skills lab with the instructor. All other instruction is online.)

- **Mon-Fri 7am-4pm, May 20-May 24**
  - XH-652 7108 #4358
  - On Company Site

### THEORY: HYBRID
- **Mon-Fri 9am-4pm, May 20-Jun 7**
  - XH-651 7137 #9900
  - Howard Hall 122
  - (This hybrid course meets one day per week for clinical skills lab with the instructor. All other instruction is online.)

- **Mon-Fri 7am-4pm, Jun 10-Jun 14**
  - XH-652 7138 #9902
  - On Company Site

### THEORY: HYBRID
- **Mon-Fri 9am-4pm, Jun 3-Jun 21**
  - XH-651 7243 #9901
  - Howard Hall 122
  - (This hybrid course meets one day per week for clinical skills lab with the instructor. All other instruction is online.)

- **Mon-Fri 7am-4pm, Jun 24-Jun 28**
  - XH-652 7244 #9903
  - On Company Site
Mental Health First Aid
This course, approved by the Maryland Department of Health and Mental Hygiene, is designed for allied health professionals, educators, civic leaders, and community members to learn about the initial help that can be given to a person in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behaviors) or showing symptoms of mental illness, until appropriate professional or other help, including peer and family support, can be engaged. Review the prevalence of mental illness in the U.S. and the associated emotional and economic cost. Label the potential warning signs and risk factors for depression, anxiety disorders, trauma, psychotic disorders, and substance use disorders. Compose a five-step action plan to help an individual in crisis connect to professional care. Identify resources available to help someone with a mental health problem. Upon successful completion students will earn a Mental Health First Aid Certificate must be renewed every three years. $90 (includes $40 in fees*)

Sat 9am-5pm, Jun 15
XH-460 7057   #4349 Hickory Ridge

Ophthalmic Technician Assistant Training
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 40-hour clinical rotation. In order to register for XH-580 & XH 581 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 to schedule an appointment to obtain a registration form. No refunds. You must take both Technician Assistant Training [XH-580] and Technician Assistant Clinical [XH-581] sections to receive a completion certificate. 10.0 CEUs. $1,225 (includes $740 in fees*)

Sat* Apr 27-Jun 15 9am-4pm
(No class on May 25)
XH-580 7118 #0872 On company site
*Orientation Apr 27, 9am-12pm, location TBD

Ophthalmic Technician Assistant Clinical
You will spend one week working in an ophthalmic office in this clinical internship. There are no refunds for this course. 4.0 CEUs. You must take both Technician Assistant Training [XH-580] and Technician Assistant Clinical [XH-581] sections to receive a completion certificate. $150 (includes $100 in fees*)

Mon-Fri Jun 17-Jun 21 8am-4:30pm
XH-581 7119 #4351 On company site

For more information, contact Jennifer Bukowitz at 443-518-4967 or jbukowitz@howardcc.edu.
Health Care

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

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

Become a Veterinary Assistant ONLINE

Explore a career as a veterinary assistant. Learn about vaccinations, parasite prevention, and pet nutrition. First course in a three-part series. This introductory level course does not fill any prerequisites for certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $130 (includes $90 in fees*)

CPR: Healthcare Provider

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

Attention, Electrophysiologist Technologists

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

Become a certified Cardiac Electrophysiologist (EP)

Enroll in the continuing education Cardiac Electrophysiologist Technologist course in partnership with HCC’s credit Health Sciences Division.

This course is ideal for electrophysiologist technologists or former graduates of an accredited CVT program who are interested in becoming more competitive in the workforce by enhancing their credentials.

To earn a Certificate of Completion, you must complete online classwork hours (15 weeks). This course enhances your knowledge and prepares you to sit for the RCES (Registered Cardiac Electrophysiology Specialist) exam.

Classes begin Fall 2019.

To apply or for more information, call 443-518-4972 or email a summers@howardcc.edu.
Learn how to be a language interpreter in the health care industry! Students must co-enroll in Orientation to Health Care Interpreting Training and Interpreting in Health Care classes. For more information, call 443-518-3214 or email HCIT@howardcc.edu.

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

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

**Interpreting in Health Care**
This course provides training for bilingual individuals to develop 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. Students 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 students to develop advanced skills in ethical decision making, memory development, patient advocacy, and listening ability. By the end of the course students are 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. $875. Course#YE-801.

- Thu 6:30pm-9:30pm & Sat 9am-3:30pm Sep 5-Dec 7
- Health Sciences Building

**Field Experience in Health Care Interpreting**
This course will provide students with meaningful observation opportunities, supervised interpretation practice and ample opportunities for analysis and reflection of real life situations. $145. Course#YE-802.

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

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**Health Care Interpreter Program**

The below series of courses are Workforce Development Sequence Scholarship Eligible

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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 26 • 2019**

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.
ADULT BASIC SKILLS
You are in the right place if you need a high school diploma, need to qualify for college-level classes, or need a refresher in basic math, reading, or writing skills.

PLAN AHEAD FOR FALL!
CLASSES WILL BEGIN MID-SEPTEMBER.

Are you ready to get ahead?

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

Howard Community College can give you the skills you need.
- Learn with other adults.
- Get help with reading, writing, and math.
- Gain important computer skills.

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

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

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

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

See HCC website for campus map at howardcc.edu.
High School Diploma Programs

GED® Exam Review
This is the administration of GED Ready™ (the official GED® practice test). The testing environment is similar to the actual GED® exam. Register online at hccexpress.net. Walk-in/on-site registration is not accepted. You must be at the test site by 9:30am. No late admittance. $25

- Fri 9:30am-4:30pm, Jun 14
  XE 500 G9302 #1064
  Hickory Ridge

- Fri 9:30am-4:30pm, Jul 12
  XE 500 G9405 #1065
  Hickory Ridge

- Fri 9:30am-4:30pm, Aug 9
  XE 500 G9406 #1066
  Hickory Ridge

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

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 both in the classroom as well as in a computer lab. CORE is a five-day-per-week program that meets Monday through Friday from 3pm-6pm on the HCC campus. Cost is $415 per month (includes $315 in fees). For more information, call Sheryl Gold at 443-518-4841 or email sgold@howardcc.edu.

NEW Starting in Fall 2019

“You’re Hired” Essential Job Skills

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

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

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

The course will meet for 10 weeks starting in September on Tuesdays and Thursdays from 4 p.m. to 5:30 p.m. $475.

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

For more information, please contact Sheryl Gold at sgold@howardcc.edu or 443-518-4841.
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. Testing is NOT required for returning students in most situations.
- Placement tests are given, during the times on the chart below, in Room 200 of the Hickory Ridge Building 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.
- All students pay the listed prices. Fees are not eligible for waiver.
- Only ages 60+ are eligible for tuition waiver.

**REFUND POLICY**
Refund requests must be made in person in the ELC office (Room 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 (grand funded)</td>
<td>Before first class begins</td>
<td></td>
<td>After third class begins</td>
</tr>
<tr>
<td>Intensive ESL (pay classes)</td>
<td>Before first class begins</td>
<td>Before third class begins (tuition minus $90)</td>
<td>After third class begins</td>
</tr>
<tr>
<td>Intensive ESL (online classes)</td>
<td>Before first class begins</td>
<td></td>
<td>Starting third day</td>
</tr>
</tbody>
</table>

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

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**PLACEMENT TESTING & REGISTRATION INFORMATION**

**SUMMER I 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Wednesday</td>
<td>5:30pm-6:30pm</td>
</tr>
<tr>
<td>May 3</td>
<td>Friday</td>
<td>11am-12:30pm</td>
</tr>
<tr>
<td>May 6</td>
<td>Monday</td>
<td>10am-11am</td>
</tr>
<tr>
<td>May 7</td>
<td>Tuesday</td>
<td>5:30pm-6:30pm</td>
</tr>
</tbody>
</table>

Students may register for Summer II classes during Summer I registration sessions.

**SUMMER II 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Tuesday</td>
<td>10am-11am</td>
</tr>
<tr>
<td>June 27</td>
<td>Thursday</td>
<td>5:30pm-6:30pm</td>
</tr>
<tr>
<td>July 1</td>
<td>Monday</td>
<td>10am-11am</td>
</tr>
<tr>
<td>July 2</td>
<td>Tuesday</td>
<td>5:30pm-6:30pm</td>
</tr>
</tbody>
</table>

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

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

If you are interested in a noncredit Continuing Education Professional English certificate, please see page 51 or visit howardcc.edu/professionalenglish for more information on this program.

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

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

**College Closings (No Classes):**
- May 27 (Monday) for Memorial Day.
- July 4 (Thursday) for Independence Day.

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Over 2,200 students from 80 different countries have decided that HCC is their place to learn English. Whether learning English is a personal goal or an employment necessity, HCC’s English Language Center can help you.
SUMMER I  2019
CLASS SCHEDULE (May 13-Jun 27)

Day Classes: May 13-June 13
Evening Classes: May 14-June 27
NO CLASSES: May 27(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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Day Times</th>
<th>Tuition</th>
<th>Course#</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$230.</td>
<td>YE-462.</td>
</tr>
<tr>
<td>English 2A</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$240.</td>
<td>YE-532.</td>
</tr>
<tr>
<td>English 3A</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$240.</td>
<td>YE-648.</td>
</tr>
<tr>
<td>English 4A</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$260.</td>
<td>YE-734.</td>
</tr>
<tr>
<td>English 5A</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$280.</td>
<td>YE-844.</td>
</tr>
</tbody>
</table>

English For Careers Classes

Do you want to improve your English and get a better job? Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. Explore the new career possibilities and discover the skills needed in the American workplace. Free tuition; materials fee collected during registration.

Community English for Careers
Pre-Beginning ★ NEW! ★
Community English for Careers 1 ★ NEW! ★
Community English for Careers 2 ★ NEW! ★

<table>
<thead>
<tr>
<th>Course</th>
<th>Times</th>
<th>Tuition</th>
<th>Course#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Basics 1</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>Free tuition; material fees collected during registration.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Times</th>
<th>Tuition</th>
<th>Course#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idioms and Vocabulary for Conversation 1</td>
<td>Tue, Wed, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$240.</td>
<td>YE-476.</td>
</tr>
<tr>
<td>Idioms and Vocabulary for Conversation 2</td>
<td>Tue, Wed, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$240.</td>
<td>YE-568.</td>
</tr>
<tr>
<td>Idioms and Vocabulary for Conversation 3</td>
<td>Tue, Wed, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$240.</td>
<td>YE-689.</td>
</tr>
<tr>
<td>Idioms and Vocabulary for Conversation 4</td>
<td>Tue, Wed, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$260.</td>
<td>YE-774.</td>
</tr>
<tr>
<td>Idioms and Vocabulary for Conversation 5</td>
<td>Tue, Wed, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>$280.</td>
<td>YE-870.</td>
</tr>
</tbody>
</table>

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 3 and above. Book(s) are included in the course cost.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Tuition</th>
<th>Course#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Basics 1</td>
<td>Tue, Thu 6:30pm-9:30pm May 14-Jun 27</td>
<td>Free tuition; material fees collected during registration.</td>
<td></td>
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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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Times</th>
<th>Tuition</th>
<th>Course#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing in Action 2A</td>
<td>Mon, Thu 9:30am-11:45am May 13-Jun 13</td>
<td>$240.</td>
<td>YE-476.</td>
</tr>
<tr>
<td>Writing in Action 3A</td>
<td>Mon, Thu 9:30am-11:45am May 13-Jun 13</td>
<td>$240.</td>
<td>YE-568.</td>
</tr>
<tr>
<td>Idioms and Vocabulary for Conversation 5</td>
<td>Mon, Thu 9:30am-11:45am May 13-Jun 13</td>
<td></td>
<td>YE-774.</td>
</tr>
</tbody>
</table>

Writing in Action 2A
Mon, Thu 9:30am-11:45am May 13-Jun 13
$240.
Writing in Action 3A
Mon, Thu 9:30am-11:45am May 13-Jun 13
$240.
Writing in Action 4A
Mon, Thu 9:30am-11:45am May 13-Jun 13
$260.
Writing in Action 2A
Mon, Thu 9:30am-11:45am May 13-Jun 13
$240.
Writing in Action 3A
Mon, Thu 9:30am-11:45am May 13-Jun 13
$240.
Professional English and Online Classes

How Americans Think: Surviving the Workplace
*Professional English Certificate*
(Level 4+, Hybrid)
The purpose of this course is for advanced level ESL learners to examine cultural differences and their impact in the workplace. Students will gain an understanding of how Americans think and how this affects different aspects of the job such as communication, employee relationships, and teamwork. Students will also examine their own personal and cultural beliefs in relation to work and how this impacts their “survival” in the workplace. Finally, students will learn strategies for developing cultural intelligence and cultural competence. The students will utilize online videos, selected readings and research, activities, and discussions. $290. Course#YE-788.

Tue 6:30pm-9:30pm May 14-Jun 25 HYBRID

Professional Writing *Professional English Certificate* (Level 5+, Online)
This online advanced-level ESL writing course will prepare professionals for business and professional writing. Work on various types of professional writing such as e-mail correspondence, conventions, memos, short reports, summaries, business letters, cover letters, and resumes. Vocabulary and grammar will be covered as well. Basic computer skills are required. $290. Course#YE-806.

May 14-Jun 27 ONLINE

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

May 13-Jun 13 ONLINE

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.

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

Howard Community College | Hickory Ridge Building | Room 200 | 10901 Little Patuxent Pkwy., Columbia, MD 21044

Summer 2019
English as a Second Language

SUMMER II 2019
CLASS SCHEDULE (Jul 8-Aug 22)

Day Classes: July 8-August 6
Evening Classes: July 9-August 22
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, 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.

Pre-Beginning Comprehensive B
Free tuition; material fees collected during registration.
- Mon-Thu 9am-12:20pm Jul 8-Aug 6
- Tue, Wed, Thu 6:30pm-9:30pm Jul 9-Aug 22

English 1B $230. Course#YE-463.
English 2B $240. Course#YE-569.
English 3B $240. Course#YE-690.
English 4B $260. Course#YE-775.
English 5B $280. Course#YE-871.
- Mon-Thu 9:30am-11:50am Jul 8-Aug 6
- Tue, Thu 6:30pm-9:30pm Jul 9-Aug 22

English for Careers Classes

The American Job Search ★ NEW! ★
Are you interested in finding a job or career in the United States? This workshop is a great place to start! Learn how to set goals, search for jobs, and choose a satisfying career pathway. This workshop includes guest speakers from a variety of industries like banking, education, healthcare, and technology. Get ahead in your job search by registering for this exciting, interactive workshop series! Free tuition; material fees collected during registration.

The American Job Search 2 & 3
The American Job Search 4 & 5
- Wed 6:30pm-9:30pm July 31 & Aug 7

English for Careers: Computer Skills for the Office

Improve your computer abilities while learning English. You will learn the beginning computer skills you will need to work in an office. Learn to use computer applications like Microsoft Word, Excel, and PowerPoint, to create and edit documents, spreadsheets, and presentations. Improve your internet skills as you learn to research jobs. This course will also help you improve your English reading, writing, listening, and speaking skills. Free tuition; material fee collected during registration.

Intensive Listening and Speaking Classes ★ NEW! ★

Learn to use correct spoken English in everyday conversations in these four-day-a-week intensive classes. Develop confidence while you practice listening and speaking in an interactive, fun environment. Improve your pronunciation and expand vocabulary daily by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. Content and complexity increase with each level. Book(s) are included in the course cost.

The American Job Search 2B
The American Job Search 3B
The American Job Search 4B
The American Job Search 5B
- Mon-Thu 9:30am-11:50am Jul 8-Aug 6

English for Careers: Computer Skills for the Office

- Tue, Wed, Thu 6:30pm-9:30pm Jul 8-Aug 22

Intensive Listening and Speaking 1B
$230. Course#YE-413.
Intensive Listening and Speaking 2B
$240. Course#YE-518.
Intensive Listening and Speaking 3B
$240. Course#YE-619.
Intensive Listening and Speaking 4B
$260. Course#YE-776.
Intensive Listening and Speaking 5B
$280. Course#YE-807.
- Mon-Thu 12:30pm-2:50pm Jul 8-Aug 6

Anahi Tristan Guerra
Level 5 Student from Mexico

"Studying at HCC's English Language Center has helped me expand my knowledge and skills by using the English language. The teachers are friendly, nice, and smart, and they always help you understand everything perfectly. All of the levels of English are very interesting and you learn a lot. It is also very satisfying to communicate with classmates from all around the world and make new friends."
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 3 and above. Book(s) are included in the course cost.

Writing in Action 2B $240.
Writing in Action 3B $240.
Writing in Action 4B $260.
Mon-Thu 9:30am-11:50am Jul 8-Aug 6

Writing in Action 2B $240.
Writing in Action 3B $240.
Tue, Thu 6:30pm-9:30pm Jul 9-Aug 22

Professional English and Online Classes

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 Jul 9-Aug 22

English for Marketing and Social Media *Professional English certificate* (Level 4+, Online)
This innovative class is designed for professionals who want to fully understand and effectively use social media marketing as part of their English marketing strategy. Learn and practice vocabulary used in the modern business world of sales and marketing and master the grammatical conventions associated with promoting your business in the real world and online. Basic computer skills are required. $290. Course#YE-772.
Jul 9-Aug 22 ONLINE ▶

ESL Tutor Certification ★ NEW! ★ (Level 6, Online)
Learn about the challenges faced by adult English Language Learners (ELLs) and master strategies for making one-to-one instruction positive and effective. This hybrid training is ideal for tutors who want to work with adult ELLs in the US or abroad. Tutors will complete 6 hours of interactive online instruction followed by a 3-hour practicum with feedback. $200. Course#YE-901.
Jul 8-Aug 6 ONLINE ▶

One-on-One Professional English Tutoring at HCC

Improve your English to excel in your career

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

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

For more information:
visit howardcc.edu/professionalenglish
email ProfessionalEnglish@howardcc.edu
call 443-518-1680
English Language Center: Hickory Ridge Building, Room 200
10901 Little Patuxent Parkway, Columbia, MD 21044
Learn how to be a language interpreter in the health care industry! Students must co-enroll in Orientation to Health Care Interpreting Training and Interpreting in Health Care classes. For more information, call 443-518-3214 or email HCIT@howardcc.edu.

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

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

Interpreting in Health Care
This course provides training for bilingual individuals to develop 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. Students 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 students to develop advanced skills in ethical decision making, memory development, patient advocacy, and listening ability. By the end of the course students are 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. $875. Course #YE-801.

- Thu 6:30pm-9:30pm & Sat 9am-3:30pm Sep 5-Dec 7
- Health Sciences Building

Field Experience in Health Care Interpreting
This course will provide students with meaningful observation opportunities, supervised interpretation practice and ample opportunities for analysis and reflection of real life situations. $145. Course #YE-802.

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

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

Howard Community College’s ENGLISH INSTITUTE
Do you have a friend or relative overseas who would like to visit Maryland and learn English for 6-24 months?

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

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

Reach your goals here!
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.

Scholarship Opportunities 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
- Intro to Pre-Algebra
- Python Programmers: Make Your Own Multiplayer Game

Build Civic Literacy, Global Awareness & Cross-Cultural Skills
- Dancing Around the World
- Introduction to the United Nations
- Social Entrepreneurship

Develop Communication, Collaboration & Information Skills
- College Applications and Scholarships 101
- Creative Writing
- Introduction to Debate

Follow Artistic Pursuits
- Fun With Frosting
- Sculpture
- Special Effects Makeup

Become an Enthusiast
- Fantasy Sports 101
- Jedi Training Camp
- Minecraft Modders

Plus hundreds of other options!
TEST PREPARATION

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

SAT

Practical Preparation for PSAT/NMSQT
Ages 14+. Review basic math through geometry including quantitative comparison and calculation practice. Verbal review covers sentence completion, critical reading, and writing skills that identify sentence errors. Take both math and verbal in a one-week time frame. This course is recommended for students who have taken algebra and geometry. Students should have completed Algebra II. Test taking tips will be included. Textbook is provided. You must bring a calculator. This course is for high school students. $375 (includes $96 in fees*)

Mon-Fri 8:30am-12pm & 1pm-4:30pm, Jul 29-Aug 2
XK-318 1165 #6303 Hickory Ridge
Lunch: XK-666 1296 #9987

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. $375 (includes $96 in fees*)

Mon-Fri 9am-4:30pm, Jun 24-Jun 28
XK-132 1169 #6223 Hickory Ridge
Lunch: break on your own from 1pm-1:30pm.
Mon-Fri 8:30am-12:30pm, Jul 8-Jul 19
XK-132 1168 #6114 Health Sciences Building
Mon-Fri 1pm-4:30pm, Jul 22-Aug 2
XK-132 1168 #6222 Health Sciences Building
Mon-Fri 8:30am-12:30pm, Aug 5-Aug 16
XK-132 1167 #6224 Health Sciences Building

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

Mon-Fri 1:30pm-4:30pm, Jun 24-Jun 28
XK-133 1170 #6225 Hickory Ridge

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. Students should have taken Algebra II and Preparation for the SAT Math. Textbook is provided. Bring calculator to class. 1 week $269 (includes $94 in fees*)

Mon-Fri 9am-1pm, Aug 12-Aug 16
XK-706 1171 #0018 Hickory Ridge

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

Mon-Fri 9am-1pm, Jun 24-Jun 28
XK-134 1172 #6226 Hickory Ridge

College Placement

Preparation for Math Placement Test
This course is a partnership between Howard Community College’s Division of Continuing Education and the HCC Credit Math Department. This course is recommended for those who wish to improve their chances of being placed into a higher level credit math course. The course provides a review of arithmetic, basic math functions, elementary algebra, geometry, and college math. Basic knowledge of fractions, decimals, and percents is required. $180 (includes $90 in fees*)

Mon-Fri 9am-12pm, Jun 3-Jun 10
YD-223 9300 #1062 Hickory Ridge

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

**Mon - Fri, Jun 03 - Jun 24**
YD-266 9301  #1063  Online
(Required on-campus orientation on Mon Jun 3, 6:30-7:30pm at Hickory Ridge)

**Prepare For Graduate School Entry Exams Online**
LSAT  •  GRE  •  GMAT
Classes start Jun 12, Jul 17, & Aug 14.
Visit ed2go.com/howardcc or call 443-518-4680 for information.

**Teacher Education**

**Professional Development Online Courses for Teachers**
(K-12 and adults)
- Solving Classroom Discipline Problems
- Teaching Smarter with SMART Boards
- The Creative Classroom
- Creating a Classroom Website
- Teaching Adult Learners
Classes start Jun 12, Jul 17, & Aug 14.
Visit ed2go.com/howardcc or call 443-518-4680 for information.

**ESL Tutor Certification**
Hybrid training for tutors who would like to teach English at home and abroad!
See pages 37 & 39.

**PERSONAL ENRICHMENT**
Expand your mind, express your creativity, or learn a new skill. Possibilities abound when you’re learning for the fun of it. These courses are for both personal and professional enrichment.

**Arts, Crafts & Photography**

**Oil Painting: Beginners+  NEW!**
Learn and/or practice the basics of oil painting: prepping the canvas, mixing colors, brush techniques, composition, and the use of light and shadows. This course is suitable to both beginners and those with some experience, as the instructor can offer some individualized instruction. Bring to class a cutting board or thick cardboard wrapped in plastic or tin foil (your palette), a lidded glass jar, plastic knives, some dish soap, paper towels/rags, ruler, pencil and an optional empty pizza box for transporting your palette. All other materials will be provided. Instructor Ann Wiker is an accomplished artist, lecturer and instructor with HCC, Towson University and the Johns Hopkins Osher Lifelong Learning Institute.
$149** (includes $70 in fees*)

**Sat 9:30am-2:30pm, Jul 13-Jul 20**
XE-448 6032  #9806  Duncan Hall

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

**Sat 9:30am-2:30pm, Jul 13-Jul 20**
XE-448 6032  #9806  Duncan Hall

**ESL Tutor Certification**
Hybrid training for tutors who would like to teach English at home and abroad!
See pages 37 & 39.
Zentangle Workshop

Discover an elegantly simple drawing technique that inspires creativity and mindfulness. Develop beautiful, personalized art by combining repetitive patterns, taught one stroke at a time. Learn the basic steps of the Zentangle method to explore pattern and design to create non-directional, non-representational works of art. This fun and relaxing workshop is ideal for novices and artists alike. All materials provided by the instructor, Julie Allison. $60** (includes $50 in fees*)

Sat 9:30am-12pm, May 18
XE-497 6363 #4623 Hickory Ridge

Zentangle: Dingbatz! ★ NEW! ★

Learn about traditional printers’ ornaments for manuscripts and texts while creating Dingbatz in true Zentangle style! Using tangles as strings, practice new tangles and shading techniques to enhance these small, elegant works of art. These treasures are beautiful additions to journals, letters and so much more! Bring your Zentangle basic kit. Prerequisite: Zentangle Inspired Art or Zentangle Workshop. $55** (includes $45 in fees*)

Sat 9:30am-12pm, Jun 8
XE-479 6360 #4921 Hickory Ridge

Dancing

West Coast Swing/Cha Cha

Whether you want to swing or sway, you’ll learn these two cool dances. Dress comfortably and come prepared to learn some new and dramatic steps. 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*)

Mon 7pm-8pm, Jun 17-Jul 22
XE-458 6009 #9808 Howard County Historical Society Museum

Club Salsa/Merengue

Learn some of the hottest Latin dances today, dancing to rhythmic salsa and merengue music. Raymond Clifton, an experienced instructor has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. No partner necessary. $75** (includes $40 in fees*)

Wed 7:30pm-8:30pm, Jun 19-Jul 31 (No class Jul 3)
XE-483 6010 #9810 Howard County Historical Society Museum

Social Dancing: Foxtrot and Rhumba

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

Wed 6:30pm-7:30pm, Jun 19-Jul 31 (No class Jul 3)
XE-537 6011 #9812 Howard County Historical Society Museum

Music

Native American Flute: An Introduction

Playing music lowers stress, clears the mind, inspires creativity and creates community. Can you imagine learning to play an instrument in as little as one day, one that is portable and can be enjoyed anywhere? The Native American flute is famous for its hauntingly beautiful sound and is simple to learn! In this class, you will learn the basic techniques of breath control, fingering and style. After just the first class, you will begin playing simple melodies to share with friends and family, or to add a totally new dimension to meditation practice. No prior experience or musical knowledge required. All level of students are welcome. Instructor Angela Blueskies is a graduate of the Peabody Institute and has performed all over the world. Register early! $230** (includes $140 in fees*)

Tue,Thu 7pm-9pm, May 21-Jun 13
XE-668 6390 #4643 Horowitz Arts Center

Julie Allison

Zentangle Instructor

As an interior decorator and home stager, Julie Allison is always finding new textures and patterns to bring to her designs. In 2014, Julie stumbled upon an art form, zentangle, that spoke to her. She took a series of courses that earned her certification to teach this art form and share it with others. Zentangle has become a daily practice for Julie and as a certified zentangle teacher (CZT), she combines zentangle with other media to teach, to design for charity, and to offer at retail.
**Finance & Investment**

Rejuvenate Your Retirement: A Class For Retirees

Whether your objective is to become more active, give your life a new sense of purpose or make more informed financial decisions, this course has something for everyone. This comprehensive program covers key issues for retirees. You discover new ways to stay mentally, physically and socially active, as well as learn about important financial topics such as tax reduction planning, investment risk management, health care planning and estate planning. Above all, you discover how to apply this knowledge to help you pursue a more active, healthy and financially secure lifestyle in retirement.

Money is one aspect of post-retirement planning. Rejuvenate Your Retirement® discusses fun and fulfilling activities such as travel, hobbies, sports, business ventures and lifelong learning to help you make the most of your retirement years. Couples may attend for a single registration fee. One person registers in advance, the second registers in class. Instructor: Chris Gordon. $59** (includes $XX in fees*)

- Tue 10am-12pm, Aug 6-Aug 13
- Thu 1pm-3pm, Aug 15-Aug 22

**Beer & Wine Appreciation**

Craft Beer Discovery

This course is designed for beer lovers who have already joined in the craft beer revolution or are just hop curious and want to know exactly why beers taste the way they do. Learn about all the new ingredients and flavors and become a more knowledgeable beer drinker. What's that weird off-taste? You will understand the importance of beer chemistry, brewing techniques, beer styles and quality. Craft beers are extremely popular, outselling big corporate beers in most markets. Learn how to judge beer like the pros. Cheese and some appetizers will accompany the beers to determine best pairings. Some history of Maryland beers will be presented along with a more in-depth discussion of the beers we will be sampling. Participants must be 21 or older. IDs will be checked. Please bring a glass (not plastic), a bottle of water, crackers, and paper towels. Instructor: Nick Nichols. $69** (includes $55 in fees*)

- Fri 6:30pm-9pm, May 17
- Thu 6:30pm-9pm, May 16-May 23

Introduction to Wine

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

- Thu 6:30pm-9pm, May 16-May 23

**History & Culture**

Impressionism and Post-Impressionism

Paul Cézanne, Edgar Degas, Claude Monet, Mary Cassatt, Pierre-Auguste Renoir, Vincent van Gogh, and Georges Seurat are some of the most popular and beloved artists of all time. This class will explore all of these painters and more as we look at two nineteenth-century movements, Impressionism and Post-Impressionism, with which all of these artists are associated. $69 (includes $40 in fees*)

- Thu 6:30pm-8:30pm, May 30-Jun 6

**Languages**

Beginning French

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Instructor: Eugene Speck. (T) $169 (includes $40 in fees*)

- Mon,Wed 6:30pm-9pm, Jun 17-Jul 15 (No class Jul 3)

Beginning Spanish

Learn the fundamentals of the language. Start with the alphabet and simple grammar, then progress to writing basic sentences and practice pronunciation. Converse and engage in small dialogues as you increase your Spanish vocabulary. The text, Spanish is Fun, Book 1 is used for all beginning Spanish levels as is the companion workbook. Please bring your text to the first class. Instructor: Brittany Hopkins.(T) $169 (includes $40 in fees*)

- Tue,Thu 6:30pm-9pm, Jul 16-Aug 8

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**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.
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. $130 (includes $90 in fees*)
- Jul 17-Aug 23
  X0-489 4872 #1107 Online
- Aug 14-Sep 20
  X0-489 4873 #1107 Online

Environmental Learning

Summer Garden Solutions ★ NEW! ★
Christian Melendez, farmer and plant manager at Mary’s Land Farm in Clarksville, will walk you through solutions to the three main concerns of summer gardening: pests, weeds and water. Pest and plant disease are signs of a larger problem. Short and long term solutions will be presented to mitigate these issues. Strategies and tools for a weed-free garden will be highlighted, as well as techniques to irrigate your little piece of heaven, using a step-by-step overview of drip irrigation. Questions always welcomed. $79** (includes $40 in fees*)
- Tue 6:30pm-8:30pm, Jul 9-Jul 16
  XE-392 6050 #1344 Hickory Ridge

Composting and Soil Health
What is really going on inside your garden’s dirt and compost pile? Take a look at its condition, the foundation of your garden. You will learn how to take a soil test and analyze it. You will review organically-approved materials that you can use to improve your soil, based on its current state. Some plants, called cover crops, can also be grown to improve your soil, and you will also discuss best garden practices, like crop rotation, to care for the long-term health of our soil. For those who struggle with a compost pile or are too intimidated to start one, you will consider the wide range of composting options so everyone can recycle their food “waste” into “black gold.” Instructor Christian Melendez is a former teacher and knowledgeable about all things involving gardens and soil. $40** (fee based, no waivers)
- Thu 6:30pm-8:30pm, Jun 6
  XE-329 6367 #0807 Wilde Lake High School

Makeup

Personal Makeup
Bring your own clean brushes, skin care lotions and make-up to learn which products (not brands) are best for your skin type, face and eye shape. Discussion will center on “why you need them, what they do and how to use them.” With individual attention, learn to correct blemishes, create brow shapes and cover dark circles. Learn to produce a false lash look with your own lashes. Every item you need to achieve the flattering look you want—whether it’s soft and natural or dramatic—will be discussed. Have fun learning how easy it is to apply your own makeup that will last all day and into the evening. Register early. If enrolled less than two days before class, materials may be unavailable. Instructor: Andi Bradshaw. $69** (includes $50 in fees*)
- Sat 9:30am-12:30pm, May 25
  XE-298 J1611 #5456 Laurel College Center

Polished Daytime Makeup
Learn new, flattering application tips for wearing everyday makeup. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently own and recommend additional products (not brands) that will enhance your everyday appearance. Learn the basics of good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class. $69** (includes $50 in fees*)
- Sat 9:30am-12:30pm, Jul 27
  XE-582 J1626 #0701 Laurel College Center

Bridal and Special Occasion Makeup
Attending a special event encourages you to take your makeup to the next level. Learn the latest techniques to accentuate your features, from contouring to dramatic smoky eyes. With over 20 years of experience in the cosmetology field, instructor Andi Bradshaw will help you create a natural, special look that is just right for you. Be sure to bring your own makeup and other beauty supplies. Register early. If enrolled less than two days before class, materials may be unavailable. $69** (includes $50 in fees*)
- Sat 9:30am-12:30pm, Aug 24
  XE-583 J1627 #0702 Laurel College Center

Advanced Professional Makeup
This is a continuation course of Professional Makeup for Beginners. Topics will include covering blemishes and tattoos, camouflaging birthmarks and pimples, practicing four types of primers, and using highlighters to enhance and contourers to minimize. Learn to apply makeup based on the shape of a face, eyes, brows and lips. Have the opportunity to apply full face makeup including strip lashes and professional finishing touches. Bring a photo of a look you like along with your makeup kit and a lunch. Prerequisite: Professional Makeup for Beginners. Instructor: Andi Bradshaw. 9 CEU’s. $99 (includes $50 in fees*)
- Sat 9:30am-1:30pm, Jun 8-Jun 15
  X8-135 J1615 #5461 Laurel College Center

Personal Enrichment
Aquatics

Beginning Swimming - Adult
Adjust to the water and learn basic swimming skills such as treading water, floating, the crawl stroke, and rhythmic breathing. Please bring a towel and combination lock. Instructor Meredith Nichols has had extensive experience as an aquatics professional. has had a long career as $134** (includes $45 in fees*)

- Mon, Wed 7pm-8pm, Jul 1-Aug 5 (No class Jul 3)
- Mon, Wed 8pm-9pm, Jul 1-Aug 5 (No class Jul 3)
- Fri 5:30pm-6:30pm, Jun 28-Aug 9 (No class Jul 5)

Improving Stroke Techniques & Endurance
To enroll, you must be able to swim the length of the pool (25 yards) using the front crawl stroke with rhythmic breathing. Stroke analysis is provided and you will learn to increase your endurance and improve your technique. Bring a towel and combination lock to class. Instructor: Meredith Nichols. $134** (includes $45 in fees*)

- Mon, Wed 6pm-7pm, Jul 1-Aug 5 **$115 (No class Jul 3)

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. $79** (includes $45 in fees*)

- Fri 5:30pm-6:30pm, Jun 28-Aug 9 (No class Jul 5)
- Mon, Wed 6pm-7pm, Jul 1-Aug 5
- Thu 5:30pm-6:30pm, Jun 25-Jul 30 (No class Jul 4)

Wellness: Body, Mind & Spirit

Gentle Yoga for Posture, Balance, and Well-Being ★NEW!★
Yoga instructors Maura Conley and Helen Heffer are collaborating to teach this class emphasizing: body alignment and posture; balance in our bodies, minds and lives; health through self-care, inner-listening, gentle stretching and strengthening. A sense of well-being comes as all parts of us align, balance and interconnect. Please wear comfortable clothes and bring a yoga mat and blanket. $160** (includes $40 in fees*)

- Sat 9:30am-11:30am, Jun 29-Aug 24

Introduction to Mindfulness Meditation
Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening right now—whether positive, negative, or neutral—not what they want to happen or what they think should be happening. Recognizing that unconscious thoughts, feelings, and behaviors can undermine emotional, physical, and spiritual health, you will learn techniques to reduce stress and stress-related disorders. The class will consist of a presentation, opportunity to participate in guided meditation and time for discussion, questions, and answers. Instructor Jerry Hartman is a graduate of the certificate program of the Meditation Teacher Training Institute in Washington, D.C. $59** (includes $40 in fees*)

- Sat 10am-2pm, Jun 22
- Tue, Thu 5:30pm-6:30pm, Jun 25-Jul 30 (No class Jul 4)

Using Mindfulness Meditation to Increase Happiness
We often think happiness is dependent on external factors. We suffer from the “if only” disease, looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving, kindness, generosity, and gratitude can help alter your outlook on life. Course includes meditation exercises and discussion. No previous meditation experience required. Instructor: Jerry Hartman. $59* (includes $40 in fees*)

- Sat 10am-2pm, Jun 8
- Thu 7pm-9pm, Jun 20-Aug 29

Nia the Technique: In Movement We Find Strength
Combining dance, martial arts, and mindfulness, Nia tones your body while transforming your mind. More than just a workout, Nia is a holistic fitness practice addressing each aspect of your life—body, mind, and soul. You will discover, explore, unleash, and enhance your individual potential to live a healthy and meaningful life by engaging your senses and listening to your body. Nia cardio-dance workouts combine 52 simple moves with dance arts, martial arts, and healing arts to get you fit in 60 minutes. Each workout includes a warmup, sustained non-impact aerobic conditioning, strength training, cool down and stretching, leaving you energized. Wear comfortable clothing and bring soft-soled slippers if you choose not to go barefoot. Instructor: Claudia Salomon. $99** (includes $40 in fees*)

- Sat 10am-2pm, Jul 13
- Thu 7pm-9pm, Jun 20-Aug 29 (No class Jul 4)

Yoga and Honoring Nature ★NEW!★
This is a great time of year to honor nature: the air, water, Earth, vegetation, animals, humans and the Space/Consciousness that holds us all. Through yoga poses, meditation and relaxation, we will explore all that Nature gives to us, how we give back, and the interconnectedness of all things. Please wear comfortable clothes and bring a yoga mat and blanket. Instructor: Helen Heffer. $160* (includes $40 in fees*)

- Sat 9:30am-11:30am, Jun 29-Aug 24
- Thu 7pm-9pm, Jun 20-Aug 29 (No class Jul 4)

*howardcc.edu/ConEd 443-518-1700 Summer 2019 47
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. You will focus on body posture adjustment and gentle movement, mind-focused relaxation, and breath regulation practice.
Instructor: David Foulk. $99** (includes $40 in fees*)
_sat 8:30am-9:30am, Jun 22-Aug 17 (No class Jul 6)
XE-435 6029 #9804 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 9:30am-10:30am, Jun 22-Aug 17 (No class Jul 6)
XE-843 6030 #9816 Horowitz Arts Center

Earn College Credit this Summer!
Pick up a course at Howard Community College

Fit learning into your schedule

5 week sessions:
• May 29 - July 2
• July 8 - August 9

8 week sessions:
• May 29 - July 24
• June 13 - August 9

10 week session:
• May 29 - August 8

Registration Opens March 26
howardcc.edu
MOTORCYCLE SAFETY
The Rider School offers classes for all levels of riders, including basic training (helmets and motorcycles provided) that is MVA-approved for the Maryland State licensing exam. The Rider School is one of the most popular programs at HCC, taught by experienced instructors.

Learn from the BEST to ride your BEST!
At The Rider School™ you can expect to enjoy a superior class taught by some of the most knowledgeable and experienced instructors in the state. We are Maryland’s only school focused on lifelong learning.

Choose the leader—Choose The Rider School
Motorcycle classes are offered March through November and can be completed in one to four days. To find out everything you need to know – and to register – visit riderschool.org. Be sure to read the other important information on the website. If you can’t find the answer to your question, email ride@howardcc.edu or call 443-518-4808.

The quickest way to register is online. For registration information, visit riderschool.org and select “Register” on the top left.

License-Earning Courses
Successfully completing one of these classes qualifies you for a Maryland Motorcycle (Class M) License. Course content is approved by the Maryland Motor Vehicle Administration (MVA) and meets or exceeds Motorcycle Safety Foundation (MSF) standards. Motorcycles are provided. Students must pass both a written and riding test to successfully complete the course. Written test is available in English only.

NOTE: Riding is not for everyone and some participants will not successfully complete the course. MVA rules require that students who do not achieve minimum performance standards cannot continue. There are no refunds. Classes are held rain or shine. Class times may vary.

All license-earning courses require the completion of a three-hour online component before class meets. Students will be required to bring proof of completion to class. Students must provide a valid email address at time of registration in order to receive instructions to access the online module. If you do not receive instructions one week before your class starts, please call 443-518-4808. Students may arrange for access to a computer, if needed, to complete this portion by also calling 443-518-4808.

Register with a friend to save $25!

Call 443-518-4808 or email ride@howardcc.edu.
*Discounted cost for ages 16-59: $320; Seniors 60+ always pay $290
*May not be combined with other offers. Out of county and out of state fees may apply.
Motorcycle Safety

Les Schultz
Meet Our Director & Instructor

Meet Les Schultz, the Rider School’s Program Director. Les joined us as an instructor in 2007, then became the Operations Manager for several years before managing the program. He loves working with students and is often praised for his skill in communicating with students who have a broad range of backgrounds and experiences, and emphasis on safety at all times. Les started riding in 1993 after completing a MSF beginning rider course and became an instructor in 1999.

Basic Rider Course (BRC)
This is the traditional beginner course consisting of two evenings of classroom and two days of riding. If you are new to riding, this is probably the course you want. To pick your class day and time, visit riderschool.org and click on “Class Schedule.” $345 (course fees total $290)

Absolute Beginner—Basic Rider Class (ABC)
This is the traditional Basic Rider Course, but with a smaller group and more individual attention. The ABC is for the beginning rider who wants the most personal instruction. If you are nervous about riding, this is the class for you. Two evenings of classroom and two days of riding. To pick your class day and time, visit riderschool.org and click on “Class Schedule.” $460 (course fees total $290)

BRC2
This is a one-day course for those 18 and older who owned and operated a street legal motorcycle in the past year. In addition to an online eCourse which must be completed prior to attending class, this one-day 8-hour course includes 3 hours of classroom instruction, a break for lunch and five hours on the range. Students are encouraged to use their own properly-registered and legally-transported motorcycles but may choose to use the program’s motorcycles instead. To pick your class date, visit riderschool.org and click on “Class Schedule.” $260 (course fees total $220)

A RIDER SCHOOL SPECIAL

Basic Rider Course for Women
Are you a woman who would like to obtain a motorcycle license but would prefer doing so in a setting with only women? Perhaps you and a friend have been thinking about doing this together and feel you’d be more comfortable with other women and female instructors. Or, maybe you’d like to encourage your wife or girlfriend to ride and what better way than this?

Act now to secure a spot in our once-a-year class – Basic Rider Course for Women, which will be held Mon., June 3; Wed., June 5; Sat., June 8; and Sun., June 9.

This class is limited to 12 students and will fill quickly, so don’t delay. Regular BRC curriculum consists of a three-hour online course, two classroom sessions (Monday and Wednesday evening) and two range sessions (Saturday and Sunday) to earn the MVA certificate. No further testing is required.

Cost is $345.

Need more information?
Call 443-518-4808 or email ride@howardcc.edu.
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.

Drawing Techniques: Soft Pastels ★ NEW! ★
Pastels have been a popular drawing media for hundreds of years and are often noted for their ethereal appearance. They allow for a broad range of colors, textures, and mark-making techniques, making them one of the favorite mediums of artists such as Henri de Toulouse-Lautrec, Mary Cassatt, and Edgar Degas. In this course, you will learn mixing, blending and texture techniques, applicable to a wide variety of subject matter. Beginner students will learn the basics of building a strong, balanced composition with pastels, while intermediate and advanced students will learn how to introduce additional levels of complexity to their drawings. All levels of experience welcome! Note: Cost of supplies estimated at $25. Register early to receive emailed list of supplies needed. Instructor: Kara LaRose. $59** (fee based, no waivers)

- Thu 1pm-3pm, May 30-Jun 13
- XE-371 7961 #1028 Ellicott City 50+ Fitness Ctr

Drawing Techniques: Landscapes
This class will focus on a variety of drawing approaches, from the realistic to the abstract. Special attention will be given to the area of landscape. Composition, focal point, texture, and shading are some of the elements that will be covered in class. If you register 10 days before the start of the class you will be mailed a materials list (independent purchase). Class size is limited. Please register early. Instructor: Ann Wiker $69** (fee based, no waivers)

- Tue,Thu 6pm-8pm, Jul 9-Jul 18
- XE-394 6510 #1263 Elkridge 50+ Center

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

Pottery: Form, Function, and Design
The instructor, a professional potter, welcomes students of all levels to this class. You will enjoy the opportunity to shape your own creations as you work on a variety of projects. Learn about glazing, hand building and advanced decorating techniques. The materials fee will cover 15 lbs. of clay and glaze. You are responsible for purchasing additional clay and glaze. Limited enrollment so please register early! Instructor: Charlene O’Dell-Randolph. $130 (includes $80 in fees*)

- Fri 10am-12pm, Jun 28-Sep 6 (No class Aug 30)
- Xi-655 6502 #7629 Bain 50+ Center
- Mon 10am-12pm, Jul 8-Sep 23 (No class Aug 26 & Sep 2)
- Xi-655 6500 #7628 Bain 50+ Center
- Tue 10am-12pm, Jul 9-Sep 17 (No class Aug 27)
- Xi-655 6501 #7627 Bain 50+ Center

How Movies Tell Stories Part I ★ NEW! ★
You know what makes a good movie—or do you? In the first of this two-part course, instructor Arthur “Otts” Laupus will delve into many facets of film-making. Through film clips and discussion, you will explore the important elements in narrative film, including how film differs from other art forms; the psychological effects of lighting and color; the three sets of “eyes” the audience uses when watching films; the use of music to effect emotions; tools of the scriptwriter, and more. The work of several famous directors will be discussed along with their unique styles and techniques. $59 (includes $40 in fees*)

- Tue 9:30am-11:30am, Jun 11-Jul 9
- Xi-390 7957 #1002 Elkridge 50+ Center

How 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.
Administering Estates in Maryland
Sooner or later, you or a family member may need to administer an estate in Maryland. Smart planning and preparation can save you and your family time, money, and stress during one of the most difficult times in life. Join Byron E. MacFarlane, Register of Wills, to learn about the probate process in Maryland. He will present valuable information about types of estates, the role of the personal representative, the importance of having a will, how to register a will, required documents for opening and closing an estate, probate fees, and inheritance and estate taxes in Maryland. There will be time for questions and answers about estates at the end of the class. $15** (fee based, no waivers)

Mon,Wed,Fri 10am-12pm, May 17-Jul 5
XE-389 7954   #0308 Health Sciences 150

How and Why We Age: The Biology of Aging ★NEW!★
Learn the latest scientific discoveries about how the body ages, the theories of why we age, and the tantalizing research into preventing and treating age-related diseases. Sandy Lundahl, MPH, MA, a doctoral student in gerontology at the University of Maryland, will explore how aging affects every part of the body and will dispel many of the most persistent aging myths. Bring paper, pen/pencil, and a folder. $59** (includes $40 in fees*)

Fri 10am-12pm, May 31-Jun 21
XE-367 7958   #1003 Health Sciences 114

Mindful Aging: The Psychology of Aging ★NEW!★
When it comes to aging, you cannot believe everything you hear. Experts emphasize that aging is a normal and cumulative process that is a part of our biological design and distinct from disease and decline. Yet, society’s view of aging often tends to be negative. In this course, you will explore mistaken age-related assumptions and thought processes that inform what you say to yourself and others. Become aware of cultural stereotypes that affect behavior and healthcare. Topics include the latest research findings in learning, memory, problem-solving, and more. Sandy Lundahl, MPH, MA, is a doctoral student in gerontology at the University of MD. Bring paper, pen/pencil, and a folder. $59** (includes $40 in fees*)

Fri 1pm-3pm, May 31-Jun 21
XE-362 7959   #1022 Health Sciences 114

SWEAT (Senior Water Exercise and Aquatic Training)
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. No tuition waivers for this course. Pool depth begins at 4’. Instructor: Patty Colabucci. $80** (includes $30 in fees*)

Mon,Wed,Fri 9am-10am, Jun 17-Jul 19 (No class Jul 5)
XE-154 6503   #0952 Athletic & Fitness Center
Mon,Wed,Fri 10am-11am, Jun 17-Jul 19 (No class Jul 5)
XE-154 7964   #0953 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. $93 (includes $45 in fees*)

Tue,Thu 1pm-2:20pm, May 16-Jul 2
XE-753 7950   #6011 Bain 50+ Center
Tue,Thu 1pm-2:20pm, Jul 11-Aug 15
($75, includes $36 in fees*)
XE-753 6507   #7619 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. $21** (fee based, no waivers)

Mon,Fri 10:55am-11:25am, May 17-Jun 21
(Xo class May 24 & 27)
XE-424 7956   #7617 Bain 50+ Center
Mon,Fri 10:55am-11:25am, Jul 8-Aug 5
XE-424 6509   #7616 Bain 50+ Center

Optimal Fitness Training for Seniors
Join ACE certified instructor Christy Erwin for a moderate-intensity workout to improve your cardiovascular system, strength, flexibility, coordination, and balance. This class is appropriate for the active senior, and includes low impact aerobic exercise (35-45 mins.) followed by stretching and cool-down. Fifteen minutes is used for improving strength, and using hand weights while seated in a chair. The remaining time is spent on floor exercises for toning muscles and stretching. $93 (includes $45 in fees*)

Mon,Wed,Fri 9:30am-10:50am, May 17-Jun 21
(Xo class May 24 & 27)
XE-753 7955   #7621 Bain 50+ Center
Mon,Wed,Fri 9:30am-10:50am, Jul 8-Aug 7
XE-753 6508   #7620 Bain 50+ Center

Course Notes
* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Beginning Pickleball
Despite the odd name, Pickleball is the fastest growing sport in the United States right now! Easy to learn and fun to play—it combines many elements of tennis, badminton and ping-pong. Join the fun! Learn the rules, scoring and techniques to get started or increase your skill if you are already playing. All ages and skill levels are welcome. Use our racquet or bring your own. Instructor Duane St. Clair founded and is active in the Howard County Pickleball Association. $60** (includes $46 in fees*)
Fri 2:30pm-4pm, May 24-Jun 28
XE-471 7960   #1023 Athletic & Fitness Center

Want to keep fit and learn all the right moves?
See our available dance classes starting on page 44.
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 2019

Monday-Thursdya, June 3-6 Kittleman Room, HCC
Join us for one to four days of “Learning for the Love of It” on HCC’s campus. The college will offer four unique one-day classes, each on a different topic in the arts, humanities, or science. Take one class or all four.

Pick up a registration packet from Recreation and Parks or the Bain Center after April 1, or call 410-313-7279 for more information.
• Cosponsored with Howard County Recreation and Parks. Bring a lunch or plan to eat in the Café on the Quad on HCC’s campus.
• Space is limited; register early. $22 per day.
9:30am-3:00pm, June 3-6 Duncan Hall, Kittleman Room

JUNE 2019

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Monday, June 3, 2019
Joan of Arc ★ NEW! ★
presented by Cynthia J. Cupples

Tuesday, June 4, 2019
Broadway Divas and their Musicals ★ NEW! ★
presented by Steven Friedman

Wednesday, June 5, 2019
Deconstructing Frankenstein ★ NEW! ★
presented by Ryna May

Thursday, June 6, 2019
The Parthenon, Glory of Athens ★ NEW! ★
presented by Bill McGowan
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 443-518-4659. 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 15-21 for spring break, May 27 for Memorial Day, and July 4 for Independence 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.
**GENERAL INFORMATION**

**OTHER PASSES:**
A fitness center pass can be purchased by individuals who are not currently HCC students or staff. Six month, monthly and daily passes are available for purchase at the cashier's office (RCF 200A). After purchasing the pass, the receipt must be presented at the front desk in the fitness center lobby. The handicapped entrance, located on the side of the Athletic and Fitness Center requires a special access card (inquire at front desk in the fitness center lobby for more information).

Regional Transportation Agency (RTA) monthly bus passes are available for purchase at the cashier's office, located in RCF 200A. The cost for a monthly bus pass is $10. Students must be enrolled in the current semester at Howard Community College in order to purchase a bus pass. The cashier will confirm enrollment; noncredit students do not need to present a college ID.

**OUTSTANDING BALANCE:**
Students are responsible for following HCC financial policies regarding outstanding balances including returned checks, denied credit cards, and any other nonpayment of tuition. Students who do not pay all course charges may be sent to a collections agency and will be responsible for additional fees as well as the original charges. They will not receive certificates and are ineligible to continue at HCC. Fee charges can be found at howardcc.edu/pay-forcollege.

**PARKING:**
- **HCC Main Campus:** Parking is free and available in any of the lots with signs designating “Students” and in either of the parking garages. No sticker or special permit is necessary. Please observe the posted signs and do not park in the lots designated for faculty or staff or along any of the curbs painted red, as your vehicle may be ticketed or towed. Handicapped parking is conveniently located throughout campus.
- **High Schools & Senior Centers:** You may park in any unrestricted lots. Parking is free.
- **Gateway Campus & Laurel College Center:** Parking is free. Please observe the signs for appropriate spaces to use.

**REFUNDS AND CANCELLATION:**
Course withdrawal and request for a refund may be made online at howardcc.edu/coned/register or by phone at 443-518-1700. Refund amount, if any, will depend on the course and request date.

The college reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified. A 100% refund will be issued for any course the college cancels.

**TEXTBOOKS (T) AND SUPPLIES (S):**
A “(T)” or an “(S)” following a course description indicates a required or suggested textbook (T) or supplies (S). Texts are available in the HCC Bookstore and should be purchased before class. Instructors will provide students with a list of supplies at the first class meeting. For refunds, textbooks must be returned within the first week of class. Textbooks for courses running less than one week are not returnable. A receipt is required for all refunds.

**TUITION:**
Tuition must be paid in full at time of registration. Included in the total course cost is a $40 registration fee.
- **In-county tuition** for noncredit students is based on verification of Howard County residency. Additional criteria may be necessary for students taking credit courses.
- **Out-of-county Maryland residents** taking noncredit courses pay stated tuition plus $10 per course.
- **Out-of-state residents** pay stated tuition plus $20 per course.

**TUITION WAIVERS:**
Tuition is waived for students 60 years of age or older legally residing in Maryland. Waiver applies only to tuition, not to fees. If you qualify for the waiver, you only pay any fees listed in the course description. All courses with “XE” designations are not eligible for tuition waivers. (XE courses are not eligible for state funding to support instructional costs. Maryland residents 60 and over pay all course costs for such courses.) Tuition waivers for students with disabilities are available for some noncredit, continuing education workforce development, and life skills courses. View list of eligible courses at howardcc.edu/ssi or call 443-518-1700 for more information.

**UPDATING YOUR PERSONAL INFORMATION:**
To officially change a name, address, phone number, or email address, you must:
1. Complete a Change of Information Form online, available at howardcc.edu/conedinfo.
2. Submit form either in person or by mail to Division of Continuing Education & Workforce Development, 10901 Little Patuxent Parkway, Columbia, MD, 21044-3197. You may also fax the form to 443-518-4333. Proof of residency may be required for address changes.
Howard Community College (HCC) main campus
10901 Little Patuxent Pkwy, Columbia, MD

Alliance Material Handling
8320 Sherwick Court, Jessup

Anne Arundel Community College Center for
Cyber and Professional Training
7556 Teague Road, Hanover

Athletic & Fitness Center - HCC main campus

Business Training Center (Gateway)
6751 Columbia Gateway Drive, Columbia

Duncan Hall - HCC main campus

Elkridge 50+ Center
6540 Washington Blvd., Elkridge

Ellicott City 50+ Center &
Ellicott City 50+ Fitness Center
9411 Frederick Road, Ellicott City

Florence Bain 50+ Senior Center (Bain 50+ Center)
5470 Ruth Keeton Way, Columbia

Gateway Campus - Columbia Gateway Building
6751 Columbia Gateway Drive, Columbia

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

Wilde Lake High School
5460 Trumpeter Road, Columbia

Please note that HCC is a smoke-free, tobacco-free campus.
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: 8:45 am-7:00 pm Monday through Thursday; 8:45 am-5 pm Fridays.

Option 4: MAIL
Complete the registration form in the back of this brochure, enclose credit card information for Visa, MasterCard, American Express, or Discover OR a check payable to Howard Community College (put your name, address, home & business phones on the check), and mail to: Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044-3197, ATTN: Lock Box Cashier RCF-201. Caution! Since mail is the slowest method and classes fill quickly, this should be your last option. Please allow enough time for the mail to reach us before class starts.

Tuition must be paid in full at time of registration. Each course tuition includes a built-in $40 registration fee. Students who register by mail will receive an email registration confirmation.

Have questions about registration? Call 443-518-4825 Mon.-Fri., 8:30am-5pm.

Registration Information for ed2go and UGotClass.

**HOW TO REGISTER**

**ed2go**
Step 1: Create an online account
Go to ed2go.com/howardcc and search for your class. Add it to your cart and proceed to checkout where you create your account.
Step 2: Submit your payment to HCC.
After your account is created, look for a confirmation-registration email from Ed2Go (within one business day). Print the email registration form, fill it out, and submit your payment to HCC before the class start date by either fax or mail. (see above for fax/mail information)
Residents ages 60+ receive a $40 discount for each course.

**UGotClass**
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) _______  □ I have lived at this address for at least three months

Address: (Street) __________________________________________________________________________ Apt/Unit: __________________________

City __________________________________________ State: ________ Zip: _____________ County: __________________________

Home Phone: __________________________ □ TDD  □ TDD  Gender: □ Male  □ Female

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

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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: __________________________
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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.
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General Information

HCC Student ID#: ____________________________ 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: ____________________________ ☐ 100  ☐ 100  ☐ 100  Gender: ☐ Male  ☐ Female
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.
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(check one) ☐ Visa ☐ Mastercard ☐ AmEx ☐ Discover

Card#: ____________________________ Expiration Date: ____________________________
Cardholder’s Name (Please print legibly): ____________________________________________ Signature: ____________________________________________
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 and award-winning instructors are ready to help you reach your goals!

Contact HCC’s English Institute at 443-518-4429 or visit howardcc.edu/ei.
Learn from the BEST to ride your BEST.

Get your Maryland Motorcycle (class M) License this summer!

Classes Run Now through October.

- Hands-on training from professional riding instructors
- MVA approved
- Small class sizes at a convenient location

See course descriptions, including a basic rider course for women, on pages 49-50.

For more information, call 443-518-4808 or email ride@howardcc.edu.