How can our professional certification preparation programs help you reach your career goals? LOOK INSIDE.

See also how our reputable subject matter experts can help you develop new skills for fun or to build needed credentials.
If you want to enter the child care and early childhood education field or if you’re a professional in need of annual MSDE training, our credential booster courses and courses covering Maryland’s new Pyramid Model for Social and Emotional Competence can help.

Are you interested in working in an orthopedic office? If so, our hybrid course will provide you with the foundational knowledge and skill set required to work alongside experienced orthopedic technicians and orthopedic doctors in an orthopedic clinic setting.

Keena turned to our Society for Human Resource Management (SHRM) Certified Professional course for career advancement after working in human resources for over a decade. The experience she gained from interacting with other HR professionals and HCC instructors in our course gave her “the real-world element you can’t get from reading out of a book.”

For over a decade, HCC has been a preferred provider of SHRM human resources training. Our courses offer the 2020 SHRM Learning System, online study tools, professional networking, and expert instructors. To learn more about Keena’s experience, visit howardcc.edu/coned.

PROFESSIONAL CERTIFICATIONS AT HCC THIS WINTER AND SPRING

3 PMP® and CAPM® Certification Exam Prep immerses you in a seven-week series that covers topics on the exam.

5 Basic Mediation and Conflict Resolution Skills provides a 40-hour comprehensive overview of conflict resolution and intensive/interactive mediation skills that satisfies the training requirement for designation by Maryland Circuit Courts as a mediator.

14 Real Estate Appraisals Principles and Procedures includes real property concepts, legal considerations, values, and more as you prepare to receive the Licensed Real Estate Appraiser classification by the Maryland Real Estate Appraisers Commission.
Need your high school diploma? Know someone who does? We can help you pass the GED. Take the first step across the stage today by viewing our courses.

Experience the world by studying another language. Whether learning a language is a personal goal or a professional necessity, HCC’s noncredit language courses can help.

13 TRADE OCCUPATIONS, CERTIFICATIONS & LICENSES
   13 CDL Learner’s Permit
   13 HVACR
   13 Home Inspection
   14 Real Estate

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BIOGRAPHY

Entrepreneurship, project management, marketing strategy, and leadership fundamentals.

Career Preparation

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

- Tue, Thu 6:30pm-9:30pm, Mar 3-Mar 10
  - XA-301 M1817 #6824 Laurel College Center

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

- Tue, Thu 4pm-5:30pm, Feb 18-Apr 30
  - YD-101 9103 #7018 Hickory Ridge 110

Marketing & Social Media

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*)

- Feb 3-May 1
  - XO-933 4215 #7053 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)

- Tue 9am-12pm, Mar 24
  - XE-302 8251 #6972 Gateway Campus Lab C
- Wed 9am-12pm, Apr 29
  - XE-302 8349 #7204 Gateway Campus Lab E
- Thu 9am-12pm, May 21
  - XE-302 8351 #7206 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, Mar 24
  - XE-560 8252 #6973 Gateway Campus Lab C
- Thu 1pm-4pm, May 21
  - XE-560 8352 #7207 Gateway Campus Lab E

Market 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, Jan 23
  - XE-705 M1635 #0945 Laurel College Center
- Thu 6:30pm-9:30pm, Mar 5
  - XE-705 M1636 #0946 Laurel College Center

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

- Wed 1pm-4pm, Apr 29
  - XA-391 8350 #7205 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*)

- Feb 3-May 1
  - XO-900 4214 #7052 Online

*prerequisite: You must have a Facebook account. **fee based, no waivers
Project Management

Project Management Basics
Get introduced to the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects. Managers with limited experience will learn project management concepts, terms, tools, and aspects of the project lifecycle as described in the Project Management Institute's PMBOK® Guide. 1.2 CEUs. $595 (fee based, no waivers)

- Mon, Wed 9am-4pm, Feb 3-Feb 5
  - XB-995 8203 #6901 Gateway Campus Rm 3
- Mon, Wed 9am-4pm, May 4-May 6
  - XB-995 8303 #7167 Gateway Campus Rm 3

PMP® and CAPM® Certification Exam Prep

Workforce Development Sequence Scholarship Eligible — See page 81.

To receive a $200 early bird tuition discount, you must register two weeks before start date.

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. 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*)

- Tue, Thu 6pm-9:15pm, Jan 28-Mar 12
  - XB-660 8200 #6899 Gateway Campus Rm 3
- Tue, Thu 6pm-9:15pm, Apr 28-Jun 11
  - XB-660 8300 #7161 Gateway Campus Rm 3

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.

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. View the video on our Facebook page at facebook.com/howardccconed.

Agile Certified Practitioner (PMI-ACP)® Certification Prep

The PMI-ACP® spans many approaches to agile such as Scrum, Kanban, Lean, Extreme Programming (XP), and Test-Driven Development (TDD). Project managers who learn to use agile approaches have better collaboration skills, manage complexity, and master rapid response times. PMI-ACP® is one of the fastest growing certifications for the agile professional. 21 hours 2.1 CEUs. This hybrid course includes three hours of online training. $995 (includes $795 in fees*)

- Wed, Fri 6:30pm-9:30pm, Mar 18-27 & Sat 9am-4pm, Mar 28
  - XB-663 8301 #7999 Gateway Campus Rm 3

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.
Microsoft Project

Workforce Development Sequence

Scholarship Eligible — See page 81.

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

- Mon, Wed, Fri 9am-4pm, Feb 24-28
  XA-475 8216 #6918 Gateway Campus Lab C
- Tue,Thu 6:30pm-9:30pm, Mar 31-Apr 23 (No class Apr 7 & 9)
  XA-475 8217 #6919 Gateway Campus Lab C

Human Resources

A Preferred Provider of SHRM® Human Resources

Earning your SHRM® Certified Professional (SHRM-CP) or SHRM® Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field!

For more than 10 years, HCC has been a preferred provider of SHRM human resources training.

This course provides a comprehensive and accelerated option for professional development covering four knowledge domains: People, HR Competencies, Organization, and Workplace as well as a set of behavioral competencies.

Next class starts February 22.

Please call 443-518-4973 for more information.

SHRM® Certified HR Professional Test Prep Course

To receive a $100 early bird tuition discount, you must register by February 8.

Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. This certification preparation course covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies. This intensive course combines expert instruction with the 2020 SHRM Learning System so you will learn faster, retain more knowledge and

Attention, Managers!

Is your staff in need of training in project management? The courses listed can be customized for your organization. Call 443-518-4973.

Data Analysis

Certificate in Data Analysis

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

- Feb 3-May 1
  XO-929 4217 #7055 Online

Leadership & Supervision

Supervisory and Leadership Certificate

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

- Feb 3-Mar 27
  XO-935 4218 #7056 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*)

- Feb 3-May 1
  XO-936 4219 #7057 Online
**COURSES DESIGNED FOR MANAGERS**

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

**Especially for Managers: Approaches to Dynamic Teamwork ★ NEW!★**

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

- **Mon 6pm-10:15pm, Mar 30**
  - X8-156 7790 #6848
  - Gateway Campus

**Especially for Managers: Introspective Insights for Better Communication ★ NEW!★**

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

- **Mon 6pm-10:15pm, Mar 23**
  - X8-155 7789 #6847
  - Gateway Campus

**Managers and Conflict: Let’s Talk! ★ NEW!★**

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

- **Mon 6pm-10:15pm, Mar 16**
  - X8-154 7778 #6843
  - Gateway Campus

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**Entrepreneurship & Self-Employment**

**Entrepreneurship Certificate**

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

- **Feb 3-May 1**
  - X0-934 4213 #7051
  - Online

**Voice-Overs: Now Is Your Time**

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

- **Wed 7pm-9pm, Mar 11**
  - XE-100 6388 #5684
  - Laurel College Center
- **Sat 10am-12pm, Mar 14**
  - XE-100 6184 #5758
  - Gateway Campus

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**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, Feb 1**
  - X8-611 M1634 #0943
  - Laurel College Center
- **Sat 9am-4pm, April 4**
  - X8-611 M1634 #0944
  - Laurel College Center

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**Mediation & Law**

**Basic Mediation and Conflict Resolution Skills: 40 Hours**

To receive a $50 early bird tuition discount, you must register by April 11.

Howard Community College offers this 40-hour training, which provides a comprehensive overview of conflict resolution and intensive/interactive mediation skills building and satisfies the training requirement for designation by Maryland Circuit Courts as a mediator. Training involves small group discussions and exercises, coached role playing, videos, and lecture. Manual provided. Please bring lunch for Saturday sessions. Instructor Barbara Blake Williams has a private practice and has served as court-appointed mediator for several courts. She holds an M.P.A. in public administration, M.Ed. in counseling, and a J.D. 4.0 CEUs. $925 (includes $290 in fees*)

- **Thu,Fri 6:30pm-9:45pm & Sat 8:30am-5pm, Apr 30-May 16**
  - XI-114 7777 #5847
  - Gateway Campus

**Mediating Property, Finance and Fiscal Future: Marital Property Issues in Divorce**

To receive a $50 early bird tuition discount, you must register by January 16.

Divorce has many dimensions, some of them financial. This course is for mediators who want to help spouses contemplating separation and divorce discuss financial issues and distribution of marital property. Topics include Maryland law on spousal support and marital property, distribution of assets, tax consequences, ethical issues, special topics, and relevant mediation skills. Class format: Small group exercises, discussions, simulations, video, and lecture. Successful course completion satisfies training requirements regarding marital property issues under Maryland Judicial Rule 17-104(d). Instructor Barbara Blake Williams has a private practice in mediation. She is the past president of the Maryland Council for Dispute Resolution and an assessor member of its Certification Committee. She subscribes to the Maryland Program on Mediator Excellence and is an advanced practitioner member of the Association for Conflict Resolution. Register by Jan. 16 and receive a $50 discount. Refund policy does not apply. $690 (includes $590 in fees*)

- **Sat 9am-4:30pm & Sun 12:30pm-4:15pm, Feb 1-Feb 9**
  - XH-108 7758 #5821
  - Hickory Ridge
Paralegal Certificate Program
Earn a Continuing Education Certificate of Completion for Professional Development. Discover what it takes to start a paralegal career. You will discuss legal terminology, analysis, briefs, and explore contract law. This introductory level course does not fill any prerequisites for certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $190 (includes $145 in fees*)

- Jan 15-Feb 21
  XO-304 4250 #7094 Online
- Feb 12-Mar 20
  XO-304 4251 #7095 Online
- Mar 18-Apr 24
  XO-304 4252 #7096 Online
- Apr 15-May 22
  XO-304 4253 #7097 Online
- May 13-Jun 19
  XO-304 4254 #7098 Online

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

- Jan 15-Feb 21
  XO-180 4275 #7127 Online
- Feb 12-Mar 20
  XO-180 4276 #7128 Online
- Mar 18-Apr 24
  XO-180 4277 #7129 Online
- Apr 15-May 22
  XO-180 4278 #7130 Online
- May 13-Jun 19
  XO-180 4279 #7131 Online

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

- Jan 15-Feb 21
  XO-176 4255 #7099 Online
- Feb 12-Mar 20
  XO-176 4256 #7100 Online
- Mar 18-Apr 24
  XO-176 4257 #7101 Online
- Apr 15-May 22
  XO-176 4258 #7102 Online
- May 13-Jun 19
  XO-176 4259 #7103 Online

Looking for Grammar for Your Job?
Register through CustomClass!
Call 443-518-4404 for more information.

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
Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
Visit ed2go.com/howardcc or call 443-518-4680 for information.

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

- Jan 15-Feb 21
  XO-221 4178 #7014 Online
- Feb 12-Mar 20
  XO-221 4179 #7015 Online
- Mar 18-Apr 24
  XO-221 4180 #7016 Online
- Apr 15-May 22
  XO-221 4181 #7017 Online
- May 13-Jun 19
  XO-221 4182 #7019 Online

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

- Thu 6:30pm-8:30pm, Feb 20-Mar 5
  XI-201 6364 #5736 Gateway Campus
- Thu 6:30pm-8:30pm, Apr 16-Apr 30
  XI-201 6205 #5811 Gateway Campus

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.
EARLY CHILDHOOD EDUCATION & CHILD CARE

The demand for qualified child care providers is projected to grow by up to 11 percent 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.

Our Newest Résumé

Must Haves

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

See Social-Emotional Learning page 11.

Core Requirements

Child Growth and Development 45 Hours

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

Mon,Wed 6:30pm-9:45pm, Feb 3-Mar 23
ZB-707 7637   #5525
Gateways Campus
(In this section, all class hours are conducted in the classroom.)

ONLINE

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

Jan 3-Feb 21
ZB-707 7568 #5521 Online
Jan 3-Feb 21
ZB-707 7569 #5522 Online
Jan 3-Feb 21
ZB-707 7570 #5523 Online
Jan 3-Feb 21
ZB-707 7571 #5524 Online
Mar 27-May 15
ZB-707 7602 #5624 Online
Mar 27-May 15
ZB-707 7603 #5625 Online
Mar 27-May 15
ZB-707 7604 #5626 Online
Mar 27-May 15
ZB-707 7605 #5627 Online

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.

Info at Your Fingertips

is Just a Click Away, 24/7!
For more information about child care classes, email childcareclasses@howardcc.edu.

TAKING AN ONLINE CLASS?
- Be sure to include an up-to-date, personal email address when you register.
- Within 24 hours of registering, you will receive an automated email with login instructions.
- If you lose the instructions, email childcareclasses@howardcc.edu for the Canvas login instructions.
- Trouble accessing your online course? Contact the Help Desk at helpdesk@howardcc.edu.
Preschool Curriculum and Activities 45 Hours

$ Workforce Development Sequence Scholarship Eligible — See page 81.

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: Teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees* or $55 in fees* for classroom based)

* Mon,Wed 6:30pm-9:45pm, Apr 15-Jun 8 (No class May 25)
  ZB-718 7638  #5637 Gateway Campus
  (In this section, all class hours are conducted in the classroom.)

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

* Jan 8-Feb 26
  ZB-718 7577  #5531 Online
* Jan 8-Feb 26
  ZB-718 7578  #5532 Online
* Jan 8-Feb 26
  ZB-718 7579  #5533 Online
* Apr 1-May 20
  ZB-718 7611  #5634 Online
* Apr 1-May 20
  ZB-718 7612  #5635 Online
* Apr 1-May 20
  ZB-718 7613  #5636 Online

Infant and Toddler Care 45 Hours
Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers, birth to age three. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler curriculum training for child care teachers, directors, and family providers working with infants and toddlers. Teachers of two-year-olds in a licensed preschool may also need the Preschool Curriculum course (consult your licensing specialist.) You must successfully complete class assignments to receive a certificate. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

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

* Jan 15-Mar 4
  ZB-702 7574  #5518 Online
* Jan 15-Mar 4
  ZB-702 7575  #5519 Online
* Jan 15-Mar 4
  ZB-702 7576  #5520 Online
* Apr 1-May 20
  ZB-702 7608  #5621 Online
* Apr 1-May 20
  ZB-702 7609  #5622 Online
* Apr 1-May 20
  ZB-702 7610  #5623 Online

School Age Child Care Curriculum 45 Hours
Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for working with children ages six-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors, and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with MD Staff Credential levels 2-4. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Purchase textbook prior to class. (T) 4.5 CEUs. $265 (includes $90 in fees*)

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

* Jan 20-Mar 9
  ZB-717 7572  #5528 Online
* Jan 20-Mar 9
  ZB-717 7573  #5529 Online
* Apr 13-Jun 1
  ZB-717 7606  #5631 Online
* Apr 13-Jun 1
  ZB-717 7607  #5632 Online
Child Care Administration
This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete all course requirements to receive a certificate. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. Required materials: Purchase either the access key with ebook or the access key and looseleaf book, available at the HCC Bookstore. 4.5 CEUs. $265 (includes $90 in fees*)

ONLINE
Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date. Purchase required materials from the HCC Bookstore at howardcc.bncollege.com.

- Feb 3-Mar 25
  ZB-673 7580 #5515 Online
- Apr 16-Jun 4
  ZB-673 7614 #5618 Online

Family Child Care Pre-Service
This class satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: Four clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. You must successfully complete all course requirements to receive a certificate. Standard refund policy does not apply. No fees refunded as of the first class date. No tuition refunded after the fifth class date. 2.4 CEUs. $235 (includes $90 in fees*)

ONLINE
This is an online course that you complete at your own pace with instructor guidance and takes approximately 24 hours to complete (completion times may vary). Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date. You will need access to a computer, the internet and email to take this course.

- Jan 6-Mar 20
  ZB-696 7582 #5517 Online
  You may begin this class anytime January 6-March 13.
- Apr 1-May 22
  ZB-696 7616 #5620 Online
  You may begin this class anytime April 1-May 15.
**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 winter class anytime between Jan 6 and Mar 13. Final deadline for course work is Mar 20.
- You may register for and begin a spring class anytime between Apr 1 and May 15. Final deadline for course work is May 22.
- Within 24 hours of registering, you will receive an automated email with login instructions.
- You will need access to a computer, the internet, and email to take an online Credential Boosters course.
- No refunds or transfers on or after the class start date. No assignment deadline extensions.

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<thead>
<tr>
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<tr>
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<td>MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40</td>
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<tr>
<td>MSDE Core of Knowledge: Ch Dev 3 hrs, .3 CEUs. $40</td>
<td>MSDE Core of Knowledge: Curric 3 hrs, .3 CEUs. $40</td>
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<td>(fee based, no waivers)</td>
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<td>MSDE Core of Knowledge: Com 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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<td>Jan 6-Mar 20</td>
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<td>ZB-732 7596 #5547 Online</td>
<td>ZB-722 7591 #5538 Online</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>ZB-733 7631 #5651 Online</td>
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See next page for more online Credential Boosters classes.
Early Childhood Education & Child Care

Communication Skills for Child Care Professionals

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

ONLINE

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

• Feb 10-Feb 24
  ZB-654 7581  #5511 Online
• May 4-May 18
  ZB-654 7615  #5614 Online

MONEY FOR TRAINING

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

Need help getting started?
Email cccredential@xerox.com or call Child Care Central 866-243-8796.
Pyramid Model for Social and Emotional Competence: Preschool
Has a child’s angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of Social and Emotional Foundations for Early Learning (SEFEL), gain strategies for understanding, addressing and preventing challenging behavior in children ages three to five, and practice positive ways to support children with challenging behaviors toward social competence and success. Online course takes about 18 hours to complete (your time may vary.) Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. Begin work on the start date. MSDE Core of Knowledge 18 clock hours. No fees refunded as of the first class date. 1.8 CEUs. $199 (includes $90 in fees*)

Mar 1-Mar 31
ZB-102 7601   #5505  Online

May 1-May 31
ZB-102 7635   #5608  Online

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

ONLINE
Online course takes about two hours to complete (completion times vary.) Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. You will need access to a computer, the internet and email to take this course.

Jan 6-Mar 20
ZB-661 7598   #5514  Online
You may begin this class anytime January 6-March 13.

Apr 1-May 22
ZB-661 7632   #5617  Online
You may begin this class anytime April 1-May 15.

Basic Health & Safety Training
Gain a foundation of information about critical health and safety topics and practice skills designed to meet the proposed Maryland licensing regulation requiring training for all child care providers in basic health and safety areas. Topics include: How to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. MSDE Core of Knowledge: 5 hrs. Health, Safety & Nutrition. .5 CEUs. $64 (includes $40 in fees*)

ONLINE
Online course takes about five hours to complete (your time may vary.) Online class has no classroom meetings. Within 24 hours of registering, you will receive an automated email with login instructions for Canvas. You will need access to a computer, the internet and email to take this course.

Jan 6-Mar 20
ZB-742 7600   #5551  Online
You may begin this class anytime from January 6-March 13.

Apr 1-May 22
ZB-742 7634   #5654  Online
You may begin this class anytime from April 1-May 15.

Medication Administration
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. MDSE medication administration handbook provided in class. All hours are completed in the classroom. 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, Mar 7
ZB-737 7510   #5549  Hickory Ridge

Sat 9am-3:30pm, May 2
ZB-737 7511   #5652  Hickory Ridge
TRADE OCCUPATIONS, CERTIFICATIONS & LICENSES

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 you 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*)

- Wed,Fri 6pm-9:30pm, Feb 19-Feb 21
  ZB-110 M1631 #6748 Laurel College Center
- Wed,Fri 6pm-9:30pm, Apr 22-Apr 24
  ZB-110 M1632 #6750 Laurel College Center

Home Inspection Pre-License Course
Prepare for the Maryland State Home Inspection License. Topics include structural systems; exterior and interior systems; roofing, plumbing, and electrical systems; air conditioning, insulation, and ventilation systems; fireplace heating and solid-burning systems; professional standards for home inspectors; Maryland Minimum Standards of Practice and Maryland Code of Ethics; and inspection report writing. One hundred percent attendance is required to pass the class. Standard refund policy does not apply. Refunds issued up until seven days before course start date. Please call 443-518-4772 for classroom location one week prior to the start of course. This course is offered in partnership with CCBC and will be held at its Catonsville campus. Maps and directions are online at ccbcmd.edu. (T) 8.0 CEUs. $895 (includes $545 in fees*)

- Tue,Thu 6:30pm-9:25pm, Jan 28-May 14 (No class Apr 7 & 9)
  ZB-112 7762 #5836 CCBC Catonsville Campus

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) Apprenticeship Program will return in Fall 2020.
Application process will begin this July.
For more information, visit howardcc.edu/hvacr.
Home Inspection: Continuing Professional Education Part I
This course is designed to enable the home inspector to maintain licensing by the State of Maryland by completing half of the mandatory continuing education requirements. Topics include: How to inspect and report on the soundness of a housing structure, roofing, plumbing, HVAC, electrical, and insulation. This course is offered in partnership with CCBC and will be held at its Catonsville campus. One hundred percent attendance is required to pass the class. Maps and directions are online at ccbcmd.edu. Standard refund policy does not apply. Refunds issued up until seven days before course start date. Please call 443-518-4772 for classroom location one week prior to the start of course. 1.5 CEUs. $189 (includes $114 in fees*)
■ Wed 6:30pm-9:30pm, Mar 18-Apr 22 (No class Apr 8)
ZB-113 7763  #5828 CCBC Catonsville Campus

Home Inspection: Continuing Professional Education Part II
Enhance your knowledge of home inspection services in heating and air conditioning systems, insulation and ventilation, fireplaces and solid burning appliances. This class provides 15 hours of the continuing professional competency educational hours that are required by the Maryland Commission of Home Inspection. This course is offered in partnership with CCBC and will be held at its Catonsville campus. Maps and directions are online at ccbcmd.edu. Refunds issued up until seven days before course start date. Please call 443-518-4772 for course location one week before class starts. 1.5 CEUs. $189 (includes $114 in fees*)
■ Wed 6:30pm-9:30pm, May 13-Jun 10
ZB-116 7764  #5850 CCBC Catonsville Campus

Real Estate Appraisals Principles and Procedures
Prepare to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts, legal considerations, factors affecting property values and more. Calculator is required; attendance is mandatory. A final examination will be given. Course will be held at CCBC, Hunt Valley Center, 1101 McCormick Rd., Balto., MD 21031. 7.2 CEUs. $669 (includes $329 in fees*)
■ Tue,Thu 5:45pm-10pm, Feb 11-Mar 31
ZB-131 7773  #5829 CCBC Hunt Valley Campus

Real Estate Principles and Practices for Salespersons
This course is approved by the Maryland Real Estate Commission for a real estate salesperson license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. You must attend 60 hours and pass the final course exam with a 75 percent or higher, in order to qualify for the state examination. Refunds issued only up until seven days before course start date. Please bring text the first night of class. (T) 6.6 CEUs. $535 (includes $435 in fees*)
■ Mon,Wed 6:30pm-9:45pm, Jan 27-Apr 15
ZB-501 7765  #5838 Gateway Campus

Real Estate Investing
Explore investing opportunities in the real estate market. You will develop personal investing goals and strategies. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
■ Jan 15-Feb 21
XO-343 4265  #7116 Online
■ Feb 12-Mar 20
XO-343 4266  #7117 Online
■ Mar 18-Apr 24
XO-343 4267  #7118 Online
■ Apr 15-May 22
XO-343 4268  #7119 Online
■ May 13-Jun 19
XO-343 4269  #7120 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.
COMPUTERS & INFORMATION TECHNOLOGY

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

Computer Basics

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

- **Sat 9am-4pm, Feb 22**
  - XA-743 6389  #9677
  - Gateway Campus

- **Sat 9am-4pm, Apr 18**
  - XA-743 6183  #5751
  - Gateway Campus

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

- **Fri 1pm-4pm, Jan 24**
  - XA-773 8226  #6946
  - Gateway Campus Lab A

- **Wed 9am-12pm, May 13**
  - XA-773 8326  #7186
  - 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*)

- **Mon 9am-4pm, Jan 13**
  - XA-703 8218  #6938
  - Gateway Campus Lab C

- **Wed 9am-4pm, Feb 12**
  - XA-703 8219  #6939
  - Gateway Campus Lab C

- **Mon 9am-4pm, Mar 16**
  - XA-703 8220  #6940
  - Gateway Campus Lab C

- **Mon 9am-4pm, Apr 20**
  - XA-703 8318  #7181
  - Gateway Campus Lab C

- **Fri 9am-4pm, May 08**
  - XA-703 8319  #7182
  - 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, 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, Feb 11-Feb 20**
  - XA-419 M1816  #6823
  - 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. $140 (includes $95 in fees*)

- **Jan 15-Feb 21**
  - X0-349 4203  #7041
  - Online

- **Feb 12-Mar 20**
  - X0-349 4204  #7042
  - Online

- **Mar 18-Apr 24**
  - X0-349 4205  #7043
  - Online

- **Apr 15-May 22**
  - X0-349 4206  #7044
  - Online

- **May 13-Jun 19**
  - X0-349 4207  #7045
  - Online

Excel and Access Users: Want to do more with your data analysis?
Check out **Introduction to Tableau**. See page 18.
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*)
- Fri 9am-4pm, Feb 21
  XA-443 8238 #6958 Gateway Campus Lab C
- Fri 9am-4pm, May 29
  XA-443 8338 #7193 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, Feb 28
  XA-734 8239 #6959 Gateway Campus Lab C

Office Applications

Introduction to Microsoft® Word 2019
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Word 2019. Topics include the Microsoft Word 2019 interface, adding, editing and modifying text in documents; using the default page settings, page breaks, and cover pages. 1.8 CEUs. $270 (includes $135 in fees*)
- Tue,Thu 6:30pm-9:30pm, Mar 10-Apr 9
  XA-606 M1818 #6825 Laurel College Center

Microsoft® Word in a Day
Learn to create, edit, modify, and format documents; create tables and lists; and incorporate graphics. Prerequisite: Microsoft Windows. Six hrs. .6 CEUs. $130 (includes $80 in fees*)
- Mon 9am-4pm, Jan 27
  XA-782 8221 #6941 Gateway Campus Lab A
- Wed 9am-4pm, Feb 26
  XA-782 8222 #6942 Gateway Campus Lab A
- Fri 9am-4pm, May 1
  XA-782 8321 #7184 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 hours. .6 CEUs. $130 (includes $80 in fees*)
- Wed 9am-4pm, Mar 11
  XA-783 8223 #6943 Gateway Campus Lab A
- Mon 9am-4pm, Mar 23
  XA-783 8224 #6944 Gateway Campus Lab A
- Wed 9am-4pm, May 20
  XA-783 8323 #7185 Gateway Campus Lab C

Attention, Health Care & IT Professionals

Health Information Technology (IT) Fundamentals

howardcc.edu/health-it

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

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

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

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

Prerequisites:
Associate’s or bachelor’s degree.

This hybrid course is a combination of face-to-face and online instruction.
For more information, please contact Beverly Johnson at bjohnson@howardcc.edu or call 443-518-4973.
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 hours. .6 CEUs. $130 (includes $80 in fees*)

■ Tue 9am-4pm, Mar 31
 XA-616 8225 #6945 Gateway Campus Lab A

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

■ Tue,Thu 6:30pm-9:30pm, Apr 21-May 7
 XA-607 M1820 #6828 Laurel College Center

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, Jan 22
  XA-784 8227 #6947 Gateway Campus Lab A
■ Mon 9am-4pm, Feb 3
  XA-784 8228 #6948 Gateway Campus Lab A
■ Fri 9am-4pm, Mar 6
  XA-784 8229 #6949 Gateway Campus Lab A
■ Fri 9am-4pm, Apr 17
  XA-784 8327 #7187 Gateway Campus Lab A
■ Wed 9am-4pm, May 6
  XA-784 8328 #7188 Gateway Campus Lab A

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*)

■ Thu 9am-4pm, Jan 30
  XA-865 8230 #6950 Gateway Campus Lab A
■ Wed 9am-4pm, Feb 19
  XA-865 8231 #6951 Gateway Campus Lab A
■ Fri 9am-4pm, Mar 13
  XA-865 8232 #6952 Gateway Campus Lab A
■ Wed 9am-4pm, Apr 29
  XA-865 8330 #7189 Gateway Campus Lab A
■ Thu 9am-4pm, May 21
  XA-865 8331 #7190 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*)

■ Tue,Wed 9am-4pm, Mar 24-Mar 25
  XA-877 8233 #6953 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*)

■ Mon 9am-4pm, Mar 30
  XA-880 8234 #6954 Gateway Campus Lab A
Databases

Microsoft® Access Level 1
Learn the fundamentals of database processing. Learn to create a database structure using Access and to edit and use the tools for data retrieval such as queries, forms, reports, and labels. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. $215 (includes $120 in fees*)

- Tue, Thu 9am-4pm, Feb 4-4 Feb 6
  XA-874 8240 #6960 Gateway Campus Lab A
- Tue, Thu 9am-4pm, Apr 21-Apr 23
  XA-874 8340 #7194 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*)

- Tue, Thu 9am-4pm, Feb 25-Feb 27
  XA-875 8241 #6961 Gateway Campus Lab A
- Tue, Thu 9am-4pm, May 5-May 7
  XA-875 8341 #7195 Gateway Campus Lab A

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*)

- Fri 9am-4pm, Jan 31
  XA-786 8235 #6955 Gateway Campus Lab A
- Mon 9am-4pm, Feb 17
  XA-876 8236 #6956 Gateway Campus Lab A
- Mon 9am-4pm, Apr 27
  XA-786 8335 #7191 Gateway Campus Lab A
- Fri 9am-4pm, May 22
  XA-786 8336 #7192 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, Mar 18
  XA-787 8237 #6957 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*)

- Tue, Thu 9am-4pm, Mar 10-Mar 12
  XA-803 8244 #6965 Gateway Campus Lab C
- Tue, Thu 9am-4pm, May 12-May 14
  XA-803 8343 #7199 Gateway Campus Lab A

SQL Essentials
Taking SQL skills to the next level, you will learn how to perform calculations and group data. You will also learn the importance of views and how to create them. Linking to various external programs is also covered in this course. This course is designed for students who have a basic knowledge of creating SQL Statements. SQL Basics or working knowledge of SQL is required for this course. 6 CEUs. $175 (includes $90 in fees*)

- Tue 9am-4pm, Mar 17
  XA-807 8245 #6966 Gateway Campus Lab C

Introduction to Tableau
This course is designed for the beginner Tableau user. It will help you understand and use the basic techniques for creating stylish visualizations and combining them in interactive dashboards that explain complexity with clarity. You will also learn effective data storytelling to transform how your business uses ideas and makes decisions. This class will explore all the new features in Tableau 10 and start to redefine what business analytics means to your organization. Prerequisite: Microsoft Excel. 1.2 CEUs. $495 (includes $355 in fees*)

- Mon, Wed 9am-4pm, Mar 2-Mar 4
  XA-422 8260 #6981 Gateway Campus Lab E

Mastering Access Macros
Learn about various types of macros and how to best use them including a review of macros learned in the advanced access class. Learn to create automated programs. Global macros, embedded macros, data entry macros and automated macros will be covered. Prerequisite: Access Level 2. 6 CEUs. $195 (includes $140 in fees*)

- Thu 9am-4pm, Mar 5
  XA-879 8242 #6963 Gateway Campus Lab A
- Tue 9am-4pm, May 19
  XA-879 8342 #7197 Gateway Campus Lab C

Linking Access with SQL
Learn how to link your Access database with the SQL Server for data sharing. Create a data file, link and manipulate the data in the Access application. You should have a working knowledge of Access and/or SQL. Prerequisite: SQL Essentials, and/or Access Level 2. $99** (fee based, no waivers)

- Tue 9am-12pm, Mar 3
  XE-428 8243 #6964 Gateway Campus Lab A

Introduction to Microsoft® PowerPoint 2019
This continuing education course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Powerpoint 2019. 1.2 CEUs. $215 (includes $120 in fees*)

- Tue, Thu 6:30pm-9:30pm, May 12-May 14
  XA-608 M1821 #6831 Laurel College Center
Introduction to SQL
Explore this universal database programming language and how it is used to sort and retrieve data. Explore data manipulation techniques, use aggregate functions, and gather statistics. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*)

- Jan 15-Feb 21
  XO-211 4193 #7030 Online
- Feb 12-Mar 20
  XO-211 4194 #7031 Online
- Mar 18-Apr 24
  XO-211 4195 #7032 Online
- Apr 15-May 22
  XO-211 4196 #7033 Online
- May 13-Jun 19
  XO-211 4197 #7034 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; 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, Jan 27-Mar 30
 XA-410 M1815 #6822 Laurel College Center

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

- Jan 15-Feb 21
  XO-209 4198 #7035 Online
- Feb 12-Mar 20
  XO-209 4199 #7036 Online
- Mar 18-Apr 24
  XO-209 4200 #7037 Online
- Apr 15-May 22
  XO-209 4201 #7038 Online
- May 13-Jun 19
  XO-209 4202 #7040 Online

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

- Mon 6:30pm-9:30pm, Apr 6-May 11
  XA-412 M1819 #6827 Laurel College Center

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

- Mon,Wed 8:30am-4:30pm, Mar 9-11
  XA-431 8205 #6903 Gateway Campus Lab C

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

- Jan 15-Feb 21
  XO-218 4173 #7009 Online
- Feb 12-Mar 20
  XO-218 4174 #7010 Online
- Mar 18-Apr 24
  XO-218 4175 #7011 Online
- Apr 15-May 22
  XO-218 4176 #7012 Online
- May 13-Jun 19
  XO-218 4177 #7013 Online

Accounting Fundamentals II
This course builds on the topics covered in the Accounting Fundamentals course. You will describe special journals, plant assets, depreciation, dividends, and retained earnings. Explore a variety of financial reports. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Jan 15-Feb 21
  XO-358 4230 #7072 Online
- Feb 12-Mar 20
  XO-358 4231 #7073 Online
- Mar 18-Apr 24
  XO-358 4232 #7074 Online
- Apr 15-May 22
  XO-358 4233 #7075 Online
- May 13-Jun 19
  XO-358 4234 #7076 Online

Computers & Information Technology
More Online Database Courses
- Introduction to Database Development
- Introduction to Crystal Reports

Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
Visit ed2go.com/howardcc or call 443-518-4680 for information.
Project Management

Microsoft Project

Learn to manage activities and tasks, prioritize and view project schedules, control costs, and plan for the future. Prerequisites: Windows experience. Six hours. .6 CEUs. $120 (includes $96 in fees*)

Adobe® Acrobat

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

Premiere Pro

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

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*)

InDesign Level 2

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

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*)

Illustrator Level 1

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*)

Acrobat Forms ★NEW!★

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

After Effects

Learn to create impressive, dynamic designs for commercial video and motion picture production, for the web, or for use in presentations and elearning material. Prerequisites: Basic computer experience and some video or Photoshop experience. 1.8 CEUs. $295 (includes $195 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*)

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*)
Photoshop Level 2
Learn advanced Photoshop features for print production.
Prerequisite: Introduction to Photoshop. 12 hours. 1.2 CEUs.
$235 (includes $150 in fees*)
■ Mon, Tue 9am-4pm, Mar 30-Mar 31
XA-629 8212  #6914 Gateway Campus Lab E

Digital Photography Basics
This introductory class is for those new to digital photography. Learn about all the buttons and controls on your camera, and how to take good shots in modes other than auto. If you are using a point-and-shoot camera, you’ll learn tricks to do cool things. Learn about taking portraits, landscapes, night portraits, macros, and sports/action shots as well as using aperture priority, shutter priority, and program exposure modes. In addition, find out more about white balance, exposure and flash compensation, basic metering, and basic composition. You’ll have homework each week and the instructor will critique photos in each class. Bring your camera, a flash drive or memory card reader, the cable to attach camera to computer, and the user manual if you have these. This course is a prerequisite for Level 2. $200** (fee based, no waivers)
■ Tue 6:30pm-9:30pm, Jan 28-Feb 18
XE-228 8214  #6916 Gateway Campus Lab E
■ Tue 6:30pm-9:30pm, Apr 21-May 12
XE-228 8314  #7180 Gateway Campus Lab E

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, the cable to attach camera to computer, user manual, lenses, external flash, tripod, filters, etc., if you have them. Prerequisites: Digital Photography I and must know aperture and shutter priority. $200** (fee based, no waivers)
■ Tue 6:30pm-9:30pm, Mar 3-Mar 24
XE-229 8215  #6917 Gateway Campus Lab E

Introduction to Lightroom
Use Adobe Photoshop Lightroom to prepare and edit your photos. Learn to organize your images and create custom slideshows. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
■ Jan 15-Feb 21
XE-701 8213  #6915 Gateway Campus Lab E

Adobe® Lightroom 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*)
■ Sat 9am-4pm, Mar 21-Mar 28
XA-485 8261  #6982 Gateway Campus Lab E

Mobile Technology & Web Development
Blogging and Podcasting for Beginners
This course is for individuals with a new blog or anyone that is thinking about starting one. You will review content organization, blog maintenance and editing techniques, and compare popular blogging software options. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)
■ Jan 15-Feb 21
XE-447 4300  #7155 Online
■ Feb 12-Mar 20
XE-447 4301  #7157 Online
■ Mar 18-Apr 24
XE-447 4302  #7158 Online
■ Apr 15-May 22
XE-447 4303  #7159 Online
■ May 13-Jun 19
XE-447 4304  #7160 Online

HTML5 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, Mar 6
XE-701 8213  #6915 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. $140 (includes $95 in fees*)

- Jan 15-Feb 21
  XO-128 4220  #7060  Online
- Feb 12-Mar 20
  XO-128 4221  #7061  Online
- Mar 18-Apr 24
  XO-128 4222  #7062  Online
- Apr 15-May 22
  XO-128 4223  #7064  Online
- May 13-Jun 19
  XO-128 4224  #7065  Online

Creating Webpages
Learn the basics of creating a website using HTML language. You will explore formatting techniques, backgrounds, graphics, and tables. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Jan 15-Feb 21
  XO-114 4245  #7090  Online
- Feb 12-Mar 20
  XO-114 4246  #7091  Online
- Mar 18-Apr 24
  XO-114 4247  #7092  Online
- Apr 15-May 22
  XO-114 4248  #7093  Online
- May 13-Jun 19
  XO-114 4249  #7115  Online

Creating WordPress® Websites
Learn to use this popular software package to create a WordPress site or blog. You will apply images and videos, use design themes, and create top search engine results pages. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- Jan 15-Feb 21
  XO-495 4285  #7137  Online
- Feb 12-Mar 20
  XO-495 4286  #7139  Online
- Mar 18-Apr 24
  XO-495 4287  #7140  Online
- Apr 15-May 22
  XO-495 4288  #7141  Online
- May 13-Jun 19
  XO-495 4289  #7142  Online

Even More Opportunities Online For You to Build Your Mobile Technology & Web Development Skills!
- Creating Mobile Apps with HTML5
  Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
  Visit ed2go.com/howardcc or call 443-518-4680 for information.

Creating WordPress® Websites
Learn how to create websites without any coding! WordPress is one of the most popular website publishers. WordPress is an easy-to-use solution that will help you put your site on the web in far less time than by coding, and at a much lower cost than hiring a professional. You’ll find out how to use WordPress to create pages and posts, add images and videos, change a site’s look and feel, and include user-friendly features. Six hours. .6 CEUs. $135 (includes $85 in fees*)

- Tue 9am-4pm, Mar 31
  XA-426 8271  #8015 Gateway Campus Lab C

Programming & 3-D Printing

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

- Mon,Wed 6:30pm-9:30pm, Mar 23-Apr 1
  XA-810 8262  #6983 Gateway Campus Lab C

Choosing a Programming Language
The computer programming world has become much more complex and varied than it was even a decade ago. There are many more language choices and more types of programming applications, each requiring different skillsets and different levels of competency. This overview will help you understand the strengths and differences between several major languages in demand today. 3 hours. $79 (fee based, no waivers)

- Fri 9am-12pm, Jan 24
  XA-395 8255  #6976 Gateway Campus Lab A
- Wed 9am-12pm, Apr 15
  XA-395 8355  #7210 Gateway Campus Lab E

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

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.
Introduction to JavaScript
This course introduces the basics of JavaScript, a very popular programming language, JavaScript lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. 15 hours. 1.5 CEUs. $495 (includes $290 in fees*)

Mon, Wed 6pm-8:30pm, Feb 24-Mar 11  
XA-397 8247  #6968 Gateway Campus Lab A
Mon, Wed 6pm-8:30pm, Apr 27-May 13  
XA-397 8347  #7558 Gateway Campus Lab A

Developing Javascript Web Applications ★NEW!★
This course will teach the latest version of Google’s flagship web application development framework, Angular (not to be confused with the version released in 2012 called AngularJS). Angular is used around the world by software engineers and web developers to create fully featured websites and web applications. This course focuses on ensuring students have an in-depth understanding of HTML, JavaScript, TypeScript, CSS, NodeJS and the Angular framework along with GitHub, NodeJS, Framework Basics, Tooling, AngularCLI, Routing, Managing Data, and Creating Forms. 2.7 CEUs. $270 (includes $135 in fees*)

Tue, Thu 6:30pm-9:30pm, Feb 11-Mar 10  
XA-310 M1822  #7889 Laurel College Center

Introduction to Python
Learn the basics of computer programming using the popular and very powerful program, Python. Explore expressions, variables, conditionals, loops, lists, sets, dictionaries, functions, objects and exceptions. Develop, test and debug Python programs. You will enjoy building a game using Python at the end of the course. 18 hours. 1.8 CEUs. $495 (includes $290 in fees*)

Tue, Thu 9am-4pm, Feb 11-Feb 18  
XA-396 8248  #6969 Gateway Campus Lab C

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 1 will provide a solid foundation for any type of subsequent C applications programming, such as: Business, database, scientific, engineering, graphics, operating system, or real-time process control. Users of C on other operating systems can also benefit from C’s standardization and portability by learning C from these Windows or UNIX based courses. Prerequisite: Some programming experience. 1.8 CEUs. $395 (includes $240 in fees*)

Mon, Tue, Wed 9am-4pm, Jan 27-Jan 29  
XA-404 8256  #6977 Gateway Campus Lab C

Mon, Tue, Wed 9am-4pm, Mar 2-Mar 4  
XA-406 8258  #6979 Gateway Campus Lab A

C Programming Level 2
This course has been designed to follow the Introduction to C course (level 1). Both courses together 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 versus ANSI C. Prerequisites: C level 1 or some basic C experience. 1.8 CEUs. $495 (includes $290 in fees*)

Mon, Wed, Thu 9am-4pm, Feb 12-Feb 14  
XA-405 8257  #6978 Gateway Campus Lab E
Mon, Wed, Thu 9am-4pm, May 27-May 29  
XA-405 8357  #7212 Gateway Campus Lab C

C++ for the Absolute Beginner
Learn the fundamentals of C++ programming. Topics include real-world objects, data, and arrays. Prior programming experience is not required. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680, $159 (includes $114 in fees*)

Jan 15-Feb 21  
XO-325 4260  #7104 Online
Feb 12-Mar 20  
XO-325 4261  #7105 Online
Mar 18-Apr 24  
XO-325 4262  #7106 Online
Apr 15-May 22  
XO-325 4263  #7107 Online
May 13-Jun 19  
XO-325 4264  #7108 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. Most of the class time is spent working with classes and objects. Prerequisites: C level 1 and 2, or working knowledge of C Programming. 1.8 CEUs. $495 (includes $290 in fees*)

Mon, Tue, Wed 9am-4pm, Mar 2-Mar 4  
XA-406 8258  #6979 Gateway Campus Lab A
Wed, Thu, Fri 9am-4pm, May 6-May 8  
XA-406 8358  #7213 Gateway Campus Lab A

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

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

- **Wed,Thu,Fri 9am-4pm, Mar 25-Mar 27**
  - XA-407 8259 #6860 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. $159 (includes $114 in fees*)

- **Jan 15-Feb 21**
  - XO-340 4295 #7150 Online
- **Feb 12-Mar 20**
  - XO-340 4296 #7151 Online
- **Mar 18-Apr 24**
  - XO-340 4297 #7152 Online
- **Apr 15-May 22**
  - XO-340 4298 #7153 Online
- **May 13-Jun 19**
  - XO-340 4299 #7154 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. $140 (includes $95 in fees*)

- **Jan 15-Feb 21**
  - XO-300 4158 #6993 Online
- **Feb 12-Mar 20**
  - XO-300 4159 #6994 Online
- **Mar 18-Apr 24**
  - XO-300 4160 #6995 Online
- **Apr 15-May 22**
  - XO-300 4161 #6996 Online
- **May 13-Jun 19**
  - XO-300 4162 #6997 Online

IT & Cybersecurity Certifications

Introduction to PC Security
Learn about the fundamentals of PC and network security. Explore ways to prevent network attacks, share data safely, and how viruses and worms are created. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

- **Jan 15-Feb 21**
  - XO-399 4183 #7020 Online
- **Feb 12-Mar 20**
  - XO-399 4184 #7021 Online
- **Mar 18-Apr 24**
  - XO-399 4185 #7022 Online
- **Apr 15-May 22**
  - XO-399 4186 #7023 Online
- **May 13-Jun 19**
  - XO-399 4187 #7024 Online

Basic A+ Certification: Hardware I
This course will focus on hardware components of the personal computer. Topics include microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You will learn to configure and troubleshoot in real-world environments. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $134 in fees*)

- **Jan 15-Feb 21**
  - XO-135 4143 #6988 Online
- **Feb 12-Mar 20**
  - XO-135 4144 #6989 Online
- **Mar 18-Apr 20**
  - XO-135 4145 #6990 Online
- **Apr 15-May 22**
  - XO-135 4146 #6991 Online
- **May 13-Jun 19**
  - XO-135 4147 #6992 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. $140 (includes $95 in fees*)

- **Jan 15-Feb 21**
  - XO-156 4280 #7132 Online
- **Feb 12-Mar 20**
  - XO-156 4281 #7133 Online
- **Mar 18-Apr 24**
  - XO-156 4282 #7134 Online
- **Apr 15-May 22**
  - XO-156 4283 #7135 Online
- **May 13-Jun 19**
  - XO-156 4284 #7136 Online

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

Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
Visit ed2go.com/howardcc or call 443-518-4680 for information.
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. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $129 in fees*)

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

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Network+ Certification Prep
This course prepares you for the CompTIA Network+ certification exam. Learn about topologies, the OSI seven-layer model, protocol suites, network operating systems, hardware, cabling standards, remote connectivity, internet connections, and troubleshooting. Network+ certification can be used as an elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $179 (includes $129 in fees*)

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

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Computers & Information Technology

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

- Jan 15-Feb 21
  XA-106 4168  #7004 Online
- Feb 12-Mar 20
  XA-106 4169  #7005 Online
- Mar 18-Apr 24
  XA-106 4170  #7006 Online
- Apr 15-May 22
  XA-106 4171  #7007 Online
- May 13-Jun 19
  XA-106 4172  #7008 Online

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. 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 $1,200 in fees*)
- Tue,Thu 6pm-9:45pm, Jan 14-Feb 27
  XA-503 8265  #6986 AACC

CompTIA A+ Exam Prep
Prepare for the CompTIA A+ certification exam. Review basic computer hardware, operating systems, PC components, networking, security, laptops and printers. Learn how to install, configure, secure and troubleshoot these items plus customer service and communication skills. Textbook information available at AACC Bookstore. CEUs issued. Digital badge issued.Prerequisite: General knowledge of computer hardware and software. Note: Exam fees included. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. $1,320 (includes $1,000 in fees*)
- Sat 9:15am-5pm, Jan 25-Apr 4
  XA-499 8263  #6984 AACC

CompTIA Network+ Exam Prep
Prepare for the Network+ Certification Exam. Focus on the six exam objectives including network technologies, network media and topologies, network devices, network management, network tools, and network security. Textbook and certification prep materials available at the AACC Bookstore. CEUs awarded. Prerequisites: Knowledge of operating systems and hardware or CompTIA A+ certification. Note: Exam fees included. 40 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. $1,510 (includes $1,100 in fees*)
- Tue,Thu 6pm-10pm, Jan 7-Feb 6
  XA-500 8264  #6985 AACC

CompTIA Security+ Exam Prep
Prepare for the CompTIA Security+ Exam including review of network security, compliance and operational security, threats and vulnerabilities, application and data host security, access control and identity management, and cryptography. Textbook and certification prep materials are available at the AACC Bookstore. Prerequisites: Knowledge of operating systems and hardware and/or CompTIA A+; basic networking concepts and/or CompTIA Network+. Note: Exam fees included. 40 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. $1,562 (includes $1,100 in fees*)
- Tue,Thu 6pm-10pm, Feb 20-Mar 31
  XA-501 8266  #6987 AACC

IT Fundamentals Certification
This course is designed for individuals pursuing professional development training in information technology and provides instruction on the CompTIA IT Fundamentals certification exam. Topics include basic computer concepts, types of computers, hardware and software components, networking, network protocols, information security, maintaining, monitoring and troubleshooting computer systems, and future technologies. 3.0 CEUs. $400 (includes $165 in fees*)
- Mon,Thu 6pm-9pm, Jan 27-Mar 2
  XA-421 M1814  #6821 Laurel College Center

Interested in Linux courses?
View the latest ed2go catalog at ed2go.com/howardcc.

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

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

- Jan 15-Feb 21
  XA-106 4168  #7004 Online
- Feb 12-Mar 20
  XA-106 4169  #7005 Online
- Mar 18-Apr 24
  XA-106 4170  #7006 Online
- Apr 15-May 22
  XA-106 4171  #7007 Online
- May 13-Jun 19
  XA-106 4172  #7008 Online

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. 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 $1,200 in fees*)
- Tue,Thu 6pm-9:45pm, Jan 14-Feb 27
  XA-503 8265  #6986 AACC

CompTIA A+ Exam Prep
Prepare for the CompTIA A+ certification exam. Review basic computer hardware, operating systems, PC components, networking, security, laptops and printers. Learn how to install, configure, secure and troubleshoot these items plus customer service and communication skills. Textbook information available at AACC Bookstore. CEUs issued. Digital badge issued.Prerequisite: General knowledge of computer hardware and software. Note: Exam fees included. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. $1,320 (includes $1,000 in fees*)
- Sat 9:15am-5pm, Jan 25-Apr 4
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CompTIA Network+ Exam Prep
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- Tue,Thu 6pm-10pm, Jan 7-Feb 6
  XA-500 8264  #6985 AACC

CompTIA Security+ Exam Prep
Prepare for the CompTIA Security+ Exam including review of network security, compliance and operational security, threats and vulnerabilities, application and data host security, access control and identity management, and cryptography. Textbook and certification prep materials are available at the AACC Bookstore. Prerequisites: Knowledge of operating systems and hardware and/or CompTIA A+; basic networking concepts and/or CompTIA Network+. Note: Exam fees included. 40 hours. This course will meet at AACC, please call 443-518-4973 for more information. 4.0 CEUs. $1,562 (includes $1,100 in fees*)
- Tue,Thu 6pm-10pm, Feb 20-Mar 31
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IT Fundamentals Certification
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- Mon,Thu 6pm-9pm, Jan 27-Mar 2
  XA-421 M1814  #6821 Laurel College Center

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

Medical Office Skills

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

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

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

- **Strong computer technology skills** (keyboarding up to 40 wpm or better and Microsoft Office Applications), *is recommended* to succeed in the Medical Insurance Billing A-Z class and for employment. Internet access is also required. Computer courses may be found in an earlier section of this publication or visit howardcc.edu/coned.
- **The curriculum design** of courses in sequence provide comprehensive theoretical and practical instruction to train you in all aspects of medical billing and claims processing as well as skills to research and assign diagnostic and procedural codes to medical records. **Each course must be taken in order to have the skills needed for the next course in the sequence.**

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

1. Medical Terminology (55 hours, fall only) held on Monday, Wednesday, and Saturday; 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, fall only) held on Monday, Wednesday, and Saturday.
3. Medical Insurance Billing A-Z Plus (100 hours) held on Mar 10-Jun 9, Tue, Thu, and two Saturdays. **NOTE:** After successful completion of this class, you will be prepared to seek employment as a medical biller while taking the coding courses.
4. Coding courses include up to five separate courses offered in sequence beginning January–June 2020.
   - Introduction to ICD-10-CM Medical Coding (63 hours), held on Jan 6-Feb 3, Mon, Wed, and three Saturdays.
   - Advanced Facility Medical Coding (83 hours), held on Feb 5-Mar 9, Mon, Wed, and three Saturdays.
   - Advanced Physician Medical Coding (83 hours), held on Mar 11-Apr 20, Mon, Wed, and three Saturdays.
   - Advanced Facility/Outpatient Medical Coding (83 hours), held on Jun 1-29, Mon, Wed, and four Saturdays.

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

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

Certification:
Successful students who complete the Medical Insurance Billing A-Z Plus course are eligible for **stackable credentials** by:
- Taking the national medical billing certification exam given by AAPC to earn the credential, Certified Professional Biller (CPB), The National Medical Administrative Assistant Certification exam, and the Electronic Health Records Certification exam given by the National Healthcareer Association (NHA).

Successful students who complete all courses are eligible for:
- Taking the National Coding Certification exam given by AAPC to earn the credential, Certified Professional Coder (CPC)
- Employment almost anywhere in the medical field, from physician offices to government agencies. (Completing the Medical Insurance Billing A-Z Plus helps students enter the job market immediately.)

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

Comprehensive Online Program: Entry-Level Preparation for a Job and Certification Eligibility
You can also train at home! This self-paced online program allows you to learn according to your schedule. Please see the online program listing on page 28 or visit howardcc.edu/ healthcare.

*Not sure if a career in medical billing/coding is right for you? You may enroll in the short online Ed2Go courses to explore if this is the right career for you. See page 28 or visit ed2go.com/howardcc.*
Medical Office Skills

Introduction to ICD-10-CM Medical Coding

This course is designed to provide basic coding knowledge for entry-level medical billing and coding students. Instruction will cover basic orientation to the coding conventions, principles and practices of the International Classification of Disease, Tenth Revision, Clinical Modification (ICD-10-CM) coding classification system and the concept of reimbursement. Prerequisites: Medical Terminology and Anatomy & Pathophysiology for Medical Insurance Billers/Coders. Purchase required manual and handbook: ICD-10-CM Complete Code Set 2020 Manual and ICD-10-CM and ICD-10-PCS Coding Handbook, 2020 ed. from the HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of the course. Standard refund policy does not apply. Refunds issued only until the start date. (T) 6.3 CEUs. $685 (includes $470 in fees*)

Mon, Wed 6pm-9:45pm, Jan 6-Feb 3 & Sat 8:30am-5pm Jan 11, Jan 25 & Feb 1 (No class Jan 20)
XH-148 7231 #6513 Gateway Campus
This class has an additional 14 hours of online assignments.

Advanced Facility Medical Coding

This course provides inpatient procedure coding knowledge, and advanced diagnoses coding for entry-level medical billing and coding students. The focus is on the most common complex coding issues in facilities, including complications and comorbidities. In addition, an introduction to the International Classification of Disease, Tenth Revision, Procedure Coding System (ICD-10-PCS) for inpatient facilities is covered. Prerequisites: Medical Terminology, Anatomy & Pathophysiology for Medical Insurance Billers/Coders and Introduction to ICD-10-CM Medical Coding. Purchase manual and handbook (same manual and handbook from Introduction to ICD-10-CM Medical Coding class) from the HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of the course. 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. (T) 8.3 CEUs. $699 (includes $470 in fees*)

Mon, Wed 6pm-9:45pm, Feb 5-Mar 9 & Sat 8:30am-5pm, Feb 8, Feb 22 & Mar 7
XH-186 7239 #6513 Gateway Campus
This class has an additional 27 hours of online assignments.

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
Explore a career in health care by learning key medical terminology. Topics include root terms, word associations, and word combinations. After you register, please create an online account at ed2go.com/howardcc. This is where you will access the course. For more information, please call 443-518-4680. $140 (includes $95 in fees*)

Jan 15-Feb 21
XO-190 4235 #7080 Online
Feb 12-Mar 20
XO-190 4236 #7081 Online
Mar 18-Apr 24
XO-190 4237 #7082 Online
Apr 15-May 22
XO-190 4238 #7083 Online
May 13-Jun 19
XO-190 4239 #7084 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. $140 (includes $95 in fees*)

Jan 15-Feb 21
XO-419 4225 #7066 Online
Feb 12-Mar 20
XO-419 4226 #7067 Online
Mar 18-Apr 24
XO-419 4227 #7068 Online
Apr 15-May 22
XO-419 4228 #7070 Online
May 13-Jun 19
XO-419 4229 #7071 Online

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

Jan 15-Feb 21
XO-480 4240 #7085 Online
Feb 12-Mar 20
XO-480 4241 #7086 Online
Mar 18-Apr 24
XO-480 4242 #7087 Online
Apr 15-May 22
XO-480 4243 #7088 Online
May 13-Jun 19
XO-480 4244 #7089 Online

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

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

For more information, visit ed2go.com/howardcc or call 443-518-4680.
ONLINE Health Care Training, Medical Coding & Billing, Transcription, Medical Administrative Assistant with Electronic Health Records (EHR), Medical Billing and NEW Pharmacy Technician, and Physical Therapy Aide  
in Partnership with Career Step, one of the nation's leading providers  
of online health care training  
partner.careerstep.com/howardcc

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

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

Wed 6:30pm-8:45pm, Mar 4
XE-423 7326 #7811 Gateway Campus

Upcoming fall and winter start dates for each of the following programs include:
Mar 16 or 30, Apr 14 or 24, May 11 or 26, Jun 8 or 22
Select the start date that works best for you.
Refund policy does not apply to these courses.

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.

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, foot pedal, ebooks, an AHDI membership, and a voucher to take the RHDS national certification exam. $3,319 (includes $3,099 in fees*).

Professional Medical Coding and Billing
This 390-445 hours Professional Medical Coding and Billing program prepares individuals for the Certified Coding Associate (CCA), Certified Professional Coder (CPC), and Certified Outpatient Coder (COC) certifications. Topics include reimbursement methodologies, biomedical sciences, and current code sets. Enrollment includes 12 months of online access, codebooks, and a voucher for one of the certification exams. $3,819 (includes $3,589 in fees*)

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

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

★NEW!★ Physical Therapy Aide
This 275-hour online program is designed to prepare individuals to pass the Certified Physical Therapy Aide Specialist (CPTAS) exam after training is complete. Physical Therapy Aides play a key role in the healthcare industry in keeping a physical therapy facility running smoothly. They work under the direction and supervisor of a physical therapist. Topics include: Documentation and reimbursement, anatomy and pathophysiology, patient preparation, and treating physical dysfunctions. Enrollment includes four to 12 months of online access and a voucher to take the CPTAS exam. $2,999 (includes $2,789 in fees*)

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

Workforce Development Sequence

Scholarship Eligible — See page 81.

Learn the basics of coding medical procedures using Current Procedural Terminology (CPT) and the Medicare HCPCS II. Instruction will cover an introduction to the procedure coding conventions and format, CPT guidelines, evaluation and management coding (E&M), and anesthesia coding. In addition, you will learn to assign the correct modifier requirements for optimal reimbursement. The basics of reading medical records will also be introduced. Prerequisite: Advanced Facility Medical Coding. Purchase required CPT 2020, Professional Edition and Step-by-Step Medical Coding 2020 Edition (text and workbook), from HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of the course. 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. (T) 6.3 CEUs. $685 (includes $470 in fees*)

Mon, Wed 6pm-9:45pm, Mar 11-Apr 20 & Sat 8:30am-5pm, Mar 14 & 28 and Apr 18

XH-219 7293 #6521 Gateway Campus

(No class April 5-11. This course has an additional 27 hours of online assignments.)

Advanced Physician Medical Coding

Workforce Development Sequence

Scholarship Eligible — See page 81.

Learn advanced-level physician-based coding. This course integrates ICD-10-CM coding system and the CPT/HCPCS for the medical office. Emphasis is placed on coding physician-based documentation from the place of service and specialty in areas of Evaluation and Management for all practices and specialty areas. Other key areas of concentration include the modifier requirement and coding appeal solution for the physician based. The methodology in coding for reimbursement is also included. Prerequisite: Introduction to CPT & HCPCS Medical Coding. Standard refund policy does not apply. Refunds issued only until the day before the class starts. No refunds on or after the class start date. Purchase required Coders’ Desk Reference for Procedures -2020 Manual from HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of course. (T) 8.3 CEUs. $699 (includes $525 in fees*)

Mon, Wed 6pm-9:45pm, Apr 22-May 30 & Sat 8:30am-5pm, May 2, 16 & 30

XH-220 7294 #6523 Gateway Campus

(This course has an additional 27 hours of online assignments.)

Advanced Facility/Outpatient Medical Coding

Workforce Development Sequence

Scholarship Eligible — See page 81.

This course trains you in hospital-based outpatient specialty areas and includes the reimbursement methodology of the Revenue Centers, Medicare Ambulatory Patient Classification, coupled with the coding assignment of the ICD-10-CM and the CPT/HCPCS for the outpatient. Like physician-based coding, outpatient coding also focuses on the physician’s documentation, with further emphasis on the technical components related to coding for the use of the specialty areas. Clinic coding for the outpatient, with its associated revenue, and much more will be taught in-depth. You will gain a full understanding of working and coding for the outpatient hospital. Prerequisite: Advanced Physicians Medical Coding. Purchase required manual, HCPCS 2020 Level II Professional Edition from the HCC Bookstore prior to first class. Other resources provided in class or online are included in cost of course. 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. (T) 8.3 CEUs. $699 (includes $525 in fees*)

Mon, Wed, 6pm-9:45pm, Jun 1-Jun 29 & Sat, 8:30am-5pm, Jun 6, 13, 20, & 27

XH 224 7295 #6529 Gateway Campus

(This course has an additional 23.5 hours of online assignments)

Medical Insurance Billing A-Z Plus

Workforce Development Sequence

Scholarship Eligible — See page 81.

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

Tue, Thu 6pm-9:45pm, Mar 10-Jun 9 & Sat 9am-4pm, Mar 21 & Apr 4

XH-198 7325 #7203 Gateway Campus

(No class Apr 7 & 9)
Patient Care

Introduction to Dental Assisting and Radiology

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

HYBRID

Tue 6pm-10:30pm, Feb 11-Jun 30 & Sat 8:30am-4:30pm, May 9
XH-195 7296 #7147 MSDA & Hickory Ridge
(You must attend all classroom hours and successfully complete online coursework to receive a certificate. Access to a computer and sufficient computer skills are necessary to participate in this class. Mandatory face-to-face classes held at the MSDA location on Tuesdays, Feb 11 & 25; Mar 10 & 24; Apr 14 & 28; May 12 & 26; Jun 9, 23 & 30 [one Sat, May 9 at Hickory Ridge]. No class Apr 7.)
**Health Care**

**Pharmacy Technician Theory and Externship**

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

You must register for ALL four sections below:

- **Pharmacy Technician Training Theory I & II**
  - Hickory Ridge
  - Tue, Thu: 6:30pm-9:45pm, Jan 14-Jun 30 and Sat 9am-4pm, Feb 8 & 22; Mar 21; Apr 18 & 25
  - No class Apr 7 and Apr 9
  - XH-225 7321 #7225 and XH-226 7322 #7228
  - (This course includes an additional 23 hours of off-site assignments)
  - AND
  - Area Pharmacies
  - Mon-Fri, May 4-Jun 29
  - XH-171 7323 #7227 & XH-173 7324 #7228
  - Please note: The last class after externship completion is held on Tue 6:30pm-9:45pm, Jun 30. (You must register for the Theory I & II sections, XH-225, XH-226, and Externship I & II, XH-171 and XH-173 sections at the same time.)

- **Pharmacy Technician Externships I & II**
  - Health Sciences Building
  - (You must register no later than Jan 15 and email Laura Smith at lsmith@howardcc.edu to receive detail assignment instructions. Assignments must be submitted by Jan 22.)
  - Wed,Thu,Fri 8am-5:30pm, Jan 22-Jan 24
  - XH-103 7290 #7179
  - (You must register no later than Jun 3 and email Laura Smith at lsmitth@howardcc.edu to receive detail assignment instructions. Assignments must be submitted by Jun 10.)
The need for trained diagnostic professionals is growing at a fast rate. Become a certified Diagnostic Medical Vascular Sonographer

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

Classes begin January 2020. Applications now available.

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

Orthopedic Technician Assistant Clinical Shadowing

The clinical shadowing experience will provide exposure and hands-on practical experience in an orthopedic doctor's office setting and in a brace shop. You must complete the Technician Assistant Training (XH-701) and Technician Assistant Clinical (XH-703) in order to receive a completion certificate. $150 (includes $85 in fees*)

- Mon-Fri 9am-4pm, Jun 15-Jun 20
  XH-703 7115  #7617  On Company Site

Certified Nursing Assistant: Theory and Clinical

$ Workforce Development Sequence Scholarship Eligible — See page 81.

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 will be eligible to take the State Geriatric Examination. Immunizations, literacy screening and criminal investigation required. You must take both the Theory and Clinical sections. Theory-100 hours, Clinical-45 hours. Contact Kathy Schultz at 443-518-4981 for additional information. 14.5 CEUs. $1,535 (includes $740 in fees*)

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

THEORY:
- Mon,Wed,Fri 9am-4pm, Jan 13-Feb 17
  XH-651 7104  #6124  Howard Hall 122

AND CLINICAL:
- Mon,Wed,Fri 7am-4pm, Feb 19-Feb 28
  XH-652 7105  #6126  On Company Site

THEORY: HYBRID

- Mon-Fri 9am-4pm, Jan 6-Jan 10
  (Online instruction opens Dec 20)
  XH-651 7101  #6123  Howard Hall 122
  (This hybrid course meets one week for clinical skills lab with the instructor. All other instruction is online.)

AND CLINICAL:
- Mon-Fri 7am-4pm, Jan 13-Jan 17
  XH-652 7102  #6125  On Company Site

THEORY:
- Mon,Wed,Fri 9am-4pm, Mar 23-May 1
  XH-651 7110  #7657  Howard Hall 122

AND CLINICAL:
- Mon,Wed,Fri 7am-4pm, May 4-May 13
  XH-652 7111  #7658  On Company Site

THEORY: HYBRID

- Sat 9am-4pm, May 23-Jun 20
  XH-651 7116  #7654  Howard Hall 122

AND CLINICAL:
- Mon-Fri 7am-4pm, Jun 15-Jun 19
  XH-652 7117  #7655  On Company Site

Certified Nursing Assistant Winter Break Boot Camp

Designed For College Students To Complete Over Winter Break

Complete our Certified Nursing Assistant (CNA) course in just a few weeks in three easy steps!

1. Complete the online portion that begins on Dec. 20.
2. Attend our face-to-face skills training held in our lab located in Howard Hall, Room 122 on Monday, Jan. 6 through Friday, Jan. 10 from 9 a.m. to 4 p.m.
3. Gain hands-on experience during a one week clinical rotation on Monday, Jan. 13 through Friday, Jan. 17 from 7 a.m. to 3 p.m.

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

To get started, contact 443-518-4981 or 443-518-4967.

Interested in taking the next step after becoming a CNA?
Take our accelerated Hybrid Patient Care Technician (PCT) class, a combination of online course work and four Saturday skills training sessions in our lab located in Howard Hall, Room 122, on January 18 through Feb. 8 from 9 a.m. to 5 p.m.
Advanced Patient Care Skills
This course prepares certified nursing assistants to work in hospitals and other health care settings as part of a multi-disciplinary team caring for patients who require acute care as well as chronic care. You will expand and deepen your skills in complex health care procedures including phlebotomy, electrocardiograms, glucose monitoring, intravenous therapy, wound care, and urinary catheterization. You must have a current CNA license. Textbook and workbook are included. Contact Kathy Schultz for additional information at 443-518-4981. No refund five days prior to start date. 9.2 CEUs. $1,255 (includes $670 in fees*)

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<td>Tue, Thu 9am-3pm, Jan 14-Feb 27</td>
<td>XH-653 7086 #6127</td>
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HYBRID
(The three classes below are hybrid courses and meet one day a week for clinical skills lab with the instructor. All other instruction is online.)

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<td>XH-653 7103 #6129</td>
<td>Howard Hall 122</td>
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<tr>
<td>Tue 6pm-10pm, Feb 11-Mar 31</td>
<td>XH-653 7087 #6128</td>
<td>Howard Hall 122</td>
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<tr>
<td>Sat 9am-5pm, Apr 18-May 9</td>
<td>XH-653 7118 #7640</td>
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Nursing Assistant Instructor Training
RNs are natural teachers and preparing the next generation of health care workers is a rewarding addition or extension to any nursing career. This course is designed to provide registered nurses with the tools and knowledge needed to instruct nursing assistant students. Topics include adult learning principles, teaching and evaluation methodologies, course planning and implementation, teaching in the laboratory and clinical settings, and communication and teaching skills for a multi-cultural, multi-generational student population. Course participants will also learn how to prepare students to be successful on the Geriatric Nursing Assistant Exam. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course. You must attend 100 percent of the class (16 hours) to receive your certificate. No refund five days prior to start date. Contact Jennifer Bukowitz Keller at 443-518-4967 for additional information. 1.6 CEUs. $325 (includes $185 in fees*)

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<td>Mon, Tue, Wed 9am-4pm, May 11-May 13</td>
<td>XH-144 7092 #6109</td>
<td>Howard Hall</td>
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RN Case Manager: Delegating for Assisted Living
For RNs only, this course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities and is approved by the Maryland Board of Nursing. Topics include principles of case management, delegation skills, adult education principles, legal and ethical issues, updates on regulations, and more. A copy of the Maryland Nurse Practice Act is provided. Please remember to bring your nursing license number. You must attend 100 percent of the class (16 hours) to receive your certificate. No refund five days prior to start date. Contact Jennifer Bukowitz Keller at 443-518-4967 for additional information. 1.6 CEUs. $295 (includes $115 in fees*)

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<td>Tue, Wed 8:30am-5:30pm, Mar 17-Mar 18</td>
<td>XH-175 7107 #6110</td>
<td>Howard Hall 122</td>
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Attention, Diagnostic Technologists

Become a certified
Computed Tomography (CT)

or

Magnetic Resonance Imaging (MRI) Technologist.
The need for trained diagnostic professionals is growing at a fast rate. Employment of CT and MRI technologists is projected to increase by 9 percent by 2028, according to the Bureau of Labor Statistics.

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

- This program is for diagnostic technologists who are interested in becoming more competitive in the workforce by enhancing their credentials.

- To earn a Certificate of Completion, you must fulfill the required number of classwork and clinical hours (approximately nine months) by the American Registry of Radiologic Technologists (ARRT). You will then be eligible to sit for the national exam!

CT classes begin in January.
MRI classes begin mid-March.
Applications now available.
howardcc.edu./ct-mri

Take the next step in your career with a financial award by applying to HCC’s Workforce Development Sequence Scholarship for the MRI certificate program.
See page 81.
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*)

- Sat 8:30am-4pm, Jan 11
  XH-454 7026   #6115 Hickory Ridge
- Sat 8:30am-4pm, Jan 25
  XH-454 7027   #6116 Hickory Ridge
- Sat 8:30am-4pm, Feb 15
  XH-454 7028   #6117 Hickory Ridge
- Sat 8:30am-4pm, Feb 29
  XH-454 7029   #6081 Hickory Ridge
- Sat 8:30am-4pm, Mar 14
  XH-454 7030   #6082 Hickory Ridge
- Sat 8:30am-4pm, Mar 28
  XH-454 7038   #6084 Hickory Ridge
- Sat 8:30am-4pm, Apr 25
  XH-454 7061   #6086 Hickory Ridge
- Sat 8:30am-4pm, May 16
  XH-454 7037   #6083 Hickory Ridge

National Safety Council (NSC) Emergency Preparedness
This course is designed for new and experienced supervisors and key employees in organizations to identify organizational roles in emergencies. The course consists of eight modules (Evacuation Emergencies, Weather & Natural Disasters, Shelter in Place, Medical Emergency, Workplace Violence, Active Shooter, Terrorism, Communication Before/After Emergency). You will be provided with pertinent data and statistics for each type of emergency. You will be presented with scenarios to analyze for emergency preparedness. Participants apply what they have learned in class to real-world situations and build on their knowledge with each situation. Individual and small group activities allow you to apply cognitive information to assess situations and solve problems. Upon successful completion, you will earn a National Safety Council Emergency Preparedness Course Completion Certificate. $395 (includes $85 in fees*)

- Sat,Sun 9am-3pm, Apr 18-Apr 19
  XH-457 7035   #6895 HCC Main Campus

Attention, Health Care & IT Professionals

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

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

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

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

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

Prerequisites:
Associate’s or bachelor’s degree.

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

For more information, please contact Marilyn Estes at mestes@howardcc.edu or call 443-518-4977.
Do you love animals and want to learn how to help them?

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

**Become a Veterinary Assistant**

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

- **Jan 15-Feb 21**
  - YE-800 3407   #7895 Hickory Ridge 108
- **Feb 12-Mar 20**
  - XO-288 4270   #7121 Online
- **Mar 18-Apr 24**
  - XO-288 4271   #7122 Online
- **Apr 15-May 22**
  - XO-288 4272   #7123 Online
- **May 13-Jun 19**
  - XO-288 4274   #7125 Online

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**Dispensary Technician Overview About Medical Marijuana in Maryland ★NEW!★**

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

- **Fri 9am-4pm, Apr 17**
  - XB-803 8365   #8017 Gateway Campus Room 3

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**Health Care Interpreter Program**

**Workforce Development Sequence**

Scholarship Eligible — See page 81.

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

**Orientation to Health Care Interpreting Training**

Gain an overview of the health care interpreting certificate program components and requirements. Your language proficiency will be assessed and you will briefly explore Health Care Interpreter’s standard of practice, roles, functions and arenas. Upon completion of the course, you will be able to evaluate personal readiness to become a health care interpreter.

- **Sat 9am-1pm, Jan 18**
  - YE-800 3407   #7895 Hickory Ridge 108

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**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. 1.7 CEUs. $145 (fee based, no waivers)

- **Thur 7pm-9pm Jun 11, Jun 25, Jul 9 & Jul 23**
  - Health Sciences Building

Interpreting in Health Care

This course provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. You will learn basic knowledge of common medical conditions, treatments, and procedures, and bridging linguistic and cultural competency between clients and providers for specific communities necessary in the art of interpretation. You will also develop advanced skills in ethical decision making, memory development, patient advocacy, and listening skills. By the end of the course, you will be able to analyze and contrast cultural influences in health beliefs and the interaction between traditional and U.S. health care assumptions and delivery systems, choose and demonstrate the appropriate role of interpreting based on communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision making process. $975. Course# YE-801.

- **Thu 6:30pm-9:30pm & Sat 9am-3:30pm, Feb 13-May 16**
  - YE-801 3408   #7896 Health Sciences Building 111

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**Dispensary Technician Overview About Medical Marijuana in Maryland ★NEW!★**

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

- **Fri 9am-4pm, Apr 17**
  - XB-803 8365   #8017 Gateway Campus Room 3
ADULT BASIC SKILLS
You are in the right place if you need a high school diploma, to qualify for college-level classes, or a refresher in math, reading, or writing skills.

CLASSES WILL RUN FROM

Are you ready to get ahead?

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

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

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

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

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

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

See HCC website for campus map at howardcc.edu.

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

You Can Get There From Here.
Find Your Path

Earn A Maryland High School Diploma
GED® Preparation – Take courses to prepare for the four sections of the GED®: language arts, math, science, and social studies.

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

Refresh Your Knowledge For College, Work, Or Life
Take classes in reading and writing; mathematics; science; and, social studies.

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

GED® / College Readiness

Language Arts Review I
This course is designed for students working towards earning their high school diploma. Topics are drawn from concepts in reading and writing and include the parts of speech; paragraph construction; grammar, punctuation, and capitalization; developing reading fluency; recognizing details, sequences, and comparisons; and locating information in reference material. Free tuition. There is a $50 materials fee* collected at registration.

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

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

Math

Math Review I
This course is designed for students working towards earning their high school diploma or those needing a review to prepare for college-level mathematics. Topics include number sense, place value, rounding, arithmetic, fractions, order of operations, interpreting graphs or charts, word problems, area, and perimeter. Free tuition. There is a $50 materials fee* collected at registration.

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

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

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

ORIENTATION, PLACEMENT TESTING AND REGISTRATION
Hickory Ridge Building (HR), Room 100
Next to the West Garage
(on the southwest corner of the HCC main campus)

Morning Sessions (10–11 a.m.)
Saturday, January 11
Thursday, January 16
Friday, January 24

Evening Sessions (5:30–7 p.m.)
Monday, December 9
Wednesday, January 8
Tuesday, January 14
Tuesday, January 21

Unless otherwise specified, winter/spring classes run January 29 through May 7, 2020.
If you have accommodations for testing, bring documentation to registration.

REGISTER EARLY!
Space is limited – availability is first come, first served!

Howard Community College’s Continuing Education refund policy does not apply to Adult Basic Skills classes. Information will be given at required registration sessions. Visit our website anytime for up-to-date program and course information at howardcc.edu/abe. For more information on Adult Basic Skills, call 443-518-4919.

HAVE QUESTIONS ABOUT HIGH SCHOOL COMPLETION PROGRAMS?
Please email abe@howardcc.edu or call 443-518-4919 from 8:30 a.m. to 5 p.m.

*Fees are non-refundable.
Science

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

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

Social Studies

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

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

Combination

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

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

National External Diploma Program (NEDP)

**Have you ever opened a bank account?**
**Comparison shopped? Conducted research online? Then NEDP might be for you!**
This program is a flexible, self-paced way to earn a Maryland high school diploma. You do not attend class – you apply what you know and have done to assignments at home and meet regularly with your individual advisor to build an electronic portfolio. When you finish, this portfolio will demonstrate mastery of essential skills in mathematics, reading, writing, problem-solving, and communication in a variety of subject areas, including: cultural, financial, health, and civic literacy; geography and history; science; and the 21st century work place.

The NEDP program enrolls year round. To learn more or apply, please call 443-518-4919. $200 (includes $180 in fees*).

**Starting February 18, 2020**

"**You’re Hired**"

Essential Job Skills

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

The following topics will be covered:

- Time Management
- Organization
- Teamwork
- Interviewing and Job Seeking Strategies
- Effective Communication
- Problem Solving
- Goal Setting
- Stress Management

This is the first class in a series that can lead to an office skills certificate from Howard Community College’s Division of Continuing Education & Workforce Development. YD-101 9103 #7018

The course will meet for 10 weeks starting on February 18 on Tuesdays and Thursdays from 4 p.m. to 5:30 p.m. $475. (includes $295 in fees*)

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

For more information, please contact Sheryl Gold at sgold@howardcc.edu or 443-518-4841.

Developmental Disabilities

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

*Fees are non-refundable.
The English Language Center (ELC) offers three types of English classes:

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

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

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

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

**Bring to Registration:**
- Payment for classes (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 elc@howardcc.edu (assistance in other languages available).

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

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

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

**College Closings (No Classes):**
- January 20 (Monday) for Martin Luther King, Jr. Day.
- April 6-April 12 for Spring Break. There will be no Saturday classes on April 11. Saturday classes will resume on April 18.

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

<table>
<thead>
<tr>
<th>CLASS TYPE</th>
<th>BEFORE CLASS BEGINS</th>
<th>UP TO 7 DAYS AFTER CLASS START*</th>
<th>AFTER 1 WEEK*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic ESL (grant funded)</td>
<td>Full refund</td>
<td>Full refund with return of unused book (ex. class starts on 1/29/20, last day to drop is 2/4/20)</td>
<td>No refund</td>
</tr>
<tr>
<td>Intensive ESL (pay classes)</td>
<td>Full refund</td>
<td>Full tuition minus $90 fee (ex. class starts on 1/29/20, last day to drop is 2/4/20)</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*Calendar days, including holidays and weekends, not student attendance, are used to determine refunds.
Winter ESL Classes
Learn to use correct spoken English in everyday conversations. 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.

Intensive Listening & Speaking 1 $200. Course#YE-413.
Intensive Listening & Speaking 2 $220. Course#YE-518.
Intensive Listening & Speaking 3 $220. Course#YE-619.
Intensive Listening & Speaking 4 $220. Course#YE-776.
Intensive Listening & Speaking 5 $220. Course#YE-807.

Mon-Thu 9am-12:15pm Jan 6-23

Interactive Speaking Pre-Beginning B
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $240. Course#YE-327.
■ Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Level 1 – Beginning I ESL Classes

Community English 1B
Learn everyday, practical English and also develop skills in listening, speaking, reading, writing, and grammar. Free tuition; material fees collected during registration.
■ Mon, Wed, Fri 7:30am-9am Jan 29-May 8
■ Mon, Wed 7:30pm-9:45pm Jan 29-May 6
■ Tue, Thu 9:20am-11:35am Jan 30-May 7
■ Tue, Thu 6:45pm-9pm Jan 30-May 7

Intensive English 1B
Work on all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet practical. $250. Course#YE-471.
■ Mon, Wed 9:20am-11:30am Jan 29-May 6
■ Tue, Thu 7pm-9:15pm Feb 4-May 7

English 1B
Improve all of your English skills in one intensive class: Listening, speaking, reading, writing, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $200. Course#YE-463.
■ Sat 9am-11:50am Feb 1-May 9

Conversation 1B
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand your vocabulary through repetition, group and pair work, and pronunciation exercises. $200. Course#YE-486.
■ Fri 9:30am-12:15pm Feb 14-May 8

Speaking for Success 1B ★ NEW! ★
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is an interactive class that includes lots of pair and group work as well as feedback from your teacher. $250. Course#YE-419.
■ Mon, Wed 7pm-9pm Feb 10-May 6

Life Skills English 1B
Improve the English skills needed for everyday life and work in this course for beginning students. Free tuition; material fees collected during registration.
■ Sat 9am-1:15pm Feb 1-May 9

Pre-Beginning ESL Classes

Community English Pre-Beginning A/B
This class teaches life skills and focuses on listening and speaking skills. Some reading, writing, and grammar skills will also be taught. This is a practical class for people who speak no English. Free tuition; material fees collected during registration.
■ Mon, Wed, Fri 7:30am-9am Jan 29-May 8(B)
■ Mon, Wed 7:30pm-9:45pm Jan 29-May 6(A/B)
■ Tue, Thu 9:20am-11:35am Jan 30-May 7(B)
■ Tue, Thu 6:45pm-9pm Jan 30-May 7(A/B)

Intensive English Pre-Beginning B
This intensive English course is for students who know little or NO English. Work on reading, writing, listening, and speaking skills in one class. $240. Course#YE-321.
■ Mon, Wed 9:20am-11:30am Jan 29-May 6
■ Tue, Thu 7pm-9:15pm Feb 4-May 7

Life Skills English Pre-Beginning A/B
This is a class for students who speak no English. Learn basic words and grammar to help adapt to life in the U.S. Free tuition; material fees collected during registration.
■ Sat 9am-1:15pm Feb 1-May 9(A/B)
Interactive Speaking 1B
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $250. Course#YE-443.
■ Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Spelling 1 & 2
Spelling in English is difficult but not impossible. Get started in this beginning spelling class. You’ll practice matching the sounds of English with the correct spelling. $250. Course#YE-491.
■ Tue, Thu 9:20am-11:30am Jan 30-May 7

Reading and Vocabulary 1B
Read interesting short stories and books to improve reading, speaking, and writing skills. Also learn many new vocabulary words. Activities include spelling, oral reading practice, and discussion. $250. Course#YE-472.
■ Mon, Wed 12:30pm-2:35pm Jan 29-May 6

Reading and Writing Literacy B
This class is for students who speak some English but do not read or write. Students with limited education in their first language or who come from a language system with a different alphabet would benefit from this class. Free tuition; material fees collected during registration.
■ Mon, Wed 6:45pm-9:30pm Jan 29-May 6
■ Tue, Thu 7:30pm-9:45pm Jan 30-May 7
■ Sat 9am-1:15pm Feb 1-May 9

Reading and Writing Literacy B/1B ★NEW!★
This is a special class for students who already know the alphabet and sounds in English and need practice with spelling, reading, grammar, and very basic writing of short phrases and sentences. This course will also help with beginning literacy. Free tuition; material fees collected during registration.
■ Tue, Thu 12:30pm-2:45pm Jan 30-May 7

Reading and Writing 1B
This is a special class for students who already know the alphabet and sounds in English but need practice with spelling, reading, grammar, and very basic writing of short phrases and sentences. For help with beginning literacy, students should start with a Reading and Writing Literacy class. Free tuition; material fees collected during registration.
■ Mon, Wed 6:45pm-9pm Jan 29-May 6
■ Tue, Thu 7:30pm-9:45pm Jan 30-May 7
■ Sat 9am-1:15pm Feb 1-May 9

Writing and Grammar 1B
Learn sentence writing, short paragraph writing, new vocabulary, grammar, and spelling in one class. Perfect for beginning students who want to start developing college writing skills. $250.
■ Mon, Wed 9:20am-11:30am Jan 29-May 6

Level 2 – Beginning II
ESL Classes

Community English 2B
This practical class teaches community and workplace English. Listening, speaking, reading, writing, and grammar skills will be taught. Free tuition; material fees collected during registration.
■ Mon, Wed, Fri 7:30am-9am Jan 29-May 8
■ Mon, Wed 7:30pm-9:45pm Jan 29-May 6
■ Tue, Thu 9:20am-11:35am Jan 30-May 7
■ Tue, Thu 6:45pm-9pm Jan 30-May 7

Intensive English 2B
Improve all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. $260. Course#YE-564.
■ Mon, Wed 9:20am-11:30am Jan 29-May 6
■ Tue, Thu 7pm-9:15pm Feb 4-May 7

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
English as a Second Language

**English 2B**
Improve all of your English skills in one intensive class: Listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $200. Course#YE-569.

- Sat 9am-11:50am Feb 1-May 9

**Life Skills English 2B**
Improve the English skills needed for everyday life and work in this class for upper-level beginning students. Free tuition; material fees collected during registration.

- Sat 9am-1:15pm Feb 1-May 9

**Conversation 2B**
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand vocabulary by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $200. Course #YE-580.

- Fri 9:30am-12:15pm Feb 14-May 8

**Speaking for Success 2B**
 Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes lots of pair and group work as well as feedback from your teacher. $260. Course#YE-528.

- Mon, Wed 7pm-9pm Feb 10-May 6

**Interactive Speaking 2B**
Get started talking and using correct spoken English in everyday conversations! Increase vocabulary and improve pronunciation through active practice and lots of feedback. $260. Course#YE-544.

- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

**Pronunciation Improvement 2**
Practice English pronunciation in this fun class! Use poems, dialogues, videos, and games to learn pronunciation rules. You will videotape yourself during class time and for homework; your teacher will give you feedback and suggestions to help you improve your pronunciation. $260. Course#YE-526.

- Tue, Thu 9:20am-11:30am Jan 30-May 7

**Reading and Vocabulary 2B**
Read interesting short stories and short books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of oral reading practice and discussion. $260. Course#YE-565.

- Mon, Wed 12:30pm-2:35pm Jan 29-May 6

**Reading and Writing 2B**
Improve reading and writing skills for everyday life. Learn how to read unfamiliar words and improve reading comprehension. Practice writing good sentences and short paragraphs for notes, letters, and emails. Free tuition; material fees collected during registration.

- Mon, Wed, Fri 7:30am-9am Jan 29-May 8
- Mon, Wed 6:45pm-9pm Jan 29-May 6
- Tue, Thu 12:30pm-2:45pm Jan 30-May 7
- Tue, Thu 7:30pm-9:45pm Jan 30-May 7

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**Let us help you earn your Professional English Certificate!**

This noncredit program can give you the skills you need to improve your English for the workplace.

You will receive a certificate by completing any three of the courses listed below within 18 months:

- Advanced Pronunciation Training
- Business Idioms
- English for Business Communication
- English for Customer Service
- English for Marketing and Social Media
- English for Professional Leadership
- English for Small Businesses
- Grammar for Business
- How Americans Think: Surviving the Workplace
- Professional Writing
- Six Steps to Clearer Pronunciation

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

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

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

Writing Basics 2B
Learn to write good sentences and short paragraphs in English for common everyday activities. Also improve grammar and vocabulary in this practical, interactive writing class. Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9pm Jan 29-May 6

Writing and Grammar 2B
Learn sentence writing, short paragraph writing, new vocabulary, grammar, and spelling in one class. Perfect for beginning students who want to start developing college writing skills. $260.
- Mon, Wed 9:20am-11:30am Jan 29-May 6

Grammar 2B
Learn grammar rules and get lots of practice using them while talking and writing in this class. $260. Course#YE-562.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

GED Math for ESL B
Would you like to earn your U.S. high school diploma (GED or NEDP)? This class will help you learn the vocabulary and basic mathematical concepts you need to succeed in preparing for the GED. This is an introductory ESL math class meant to get English language learners ready to take high school level math classes. Free tuition; material fees collected during registration.
- Mon, Wed 9:20am-11:35am Jan 29-May 6
- Sat 9am-1:15pm Feb 1-May 9

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

English for Careers: Accounting for ESL
★NEW!★ (Level 4+)
(Pre-requisite with Accounting 111)
This class is the second in a series of courses designed to get ESL students on the pathway to credit Accounting and Bookkeeping classes. It will provide English language support for students enrolled in Accounting 111 (Principles of Accounting). Prerequisite: English for Careers: Bookkeeping & Accounting. Free tuition; material fees collected during registration.
- Tue, Thu 7:30pm-9:45pm Jan 30-May 7

English for Careers: Commercial Driver’s License (CDL) Permit Preparation (Level 2+)
Improve your English while preparing to get your Commercial Driver’s License (CDL) permit. In this class, you will learn the vocabulary needed to understand the Motor Vehicle Administration’s (MVA) CDL test along with other English skills that are essential for commercial drivers. This course is a prerequisite for the English for CDL Class B License course that will be held in the spring semester. Free tuition; material fees collected during registration.
- Mon, Wed 7:30pm-9:45pm Jan 29-May 6

English for Careers: Certified Nursing Assistant (CNA) ESL Support Class
(Pre-requisite with CNA 112)
Interested in a career in health care? Start here! This class is for students interested in becoming a Certified Nursing Assistant (CNA) who need a little extra practice with their English language skills. It will provide English language support, as well as the hands-on knowledge needed to be hired in the healthcare field. You will also focus on improving your skills in English reading, writing, listening, and speaking. **This course requires potential students to complete an application. Additional details, including course schedule, can be found in the application. Application is available at the ELC office in the Hickory Ridge Building, Room 200. Email elccna@howardcc.edu for more information. Free tuition: material fees collected during registration.
- Tue, Thu 12:30pm-3pm Mar 10-May 7

English for Careers: Cybersecurity HYBRID
(Pre-requisite with Accounting 111)
This course will introduce advanced-level ESL learners to the field of cybersecurity. Learn about virus and malware basics, network, Wi-Fi, and mobile security, along with additional topics. You will also focus on improving your reading, writing, listening, and speaking skills. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm Feb 1-May 9 (Hybrid)
(Class meets in person Feb 8, Feb 22, Mar 7, Mar 21, and Apr 4.)
English as a Second Language

English for Careers: Patient Care Technician (PCT) ESL Support Class
(Level 3+)
Are you currently a Certified Nursing Assistant (CNA)? Do you want to improve your career prospects by taking by becoming a Patient Care Technician? If so, this class is for you. It will provide additional English language support, exposure medical vocabulary, and hands-on knowledge needed to get hired in a fast-paced health care environment. You will also focus on improving your skills in English reading, writing, listening, and speaking. This course requires potential students to complete an application. Additional details, including course schedule, can be found in the application. Application is available at the ELC office in the Hickory Ridge Building, Room 200. Email elcnna@howardcc.edu for more information. Free tuition; material fees collected during registration.

- Mon, Wed 12:30pm-3pm Jan 6-Mar 4

English for Careers: Vision Assistant ★ NEW! ★
(Level 4+)
Interested in a career in a health care field? This class is for students interested in working in an eye doctor's office but who need a little extra practice with their English language skills. You will also focus on improving your skills in English reading, writing, listening, and speaking. This course requires potential students to complete an application. Additional details, including course schedule, can be found in the application. Application is available at the ELC office in the Hickory Ridge Building, Room 200. Email elcnna@howardcc.edu for more information. Free tuition; material fees collected during registration.

- Wed, Fri 6:45pm-9pm Jan 29-Jun 19

Banking and Finance Training for Bilingual Speakers (Level 4+)
This course will introduce advanced-level ESL learners to the world of finance. Professional and organizational skills, such as workplace expectations and customer interactions, will be addressed. Students will take part in mock interviews and networking opportunities. Students will discuss cultural differences and their impact in the workplace, learn industry specific vocabulary, and practice various types of professional writing, such as emails, memos, business letters, and resumes. Students must complete a written application and an oral interview. Free tuition; material fees collected during registration.

- Sat 9am-2pm Feb 15-Apr 25

Level 3 – Intermediate I

ESL Classes

Intensive English 3B
Work on all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is a perfect start for students who eventually want to study at the college level. $260. Course#YE-678.

- Mon, Wed 9:20am-11:30am Jan 29-May 6
- Tue, Thu 7pm-9:15pm Feb 4-May 7

English 3B
Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $200. Course#YE-690.

- Sat 9am-11:50am Feb 1-May 9

Conversation 3B
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand vocabulary daily by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $200. Course#YE-614.

- Fri 9:30am-12:15pm Feb 14-May 8

Speaking for Success 3B ★ NEW! ★
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes lots of pair and group work as well as feedback from your teacher. $260. Course#YE-626.

- Mon, Wed 7pm-9pm Feb 10-May 6

Interactive Speaking 3B
This class is designed to get you talking and using correct spoken English! This is a fast-moving class with a lot of conversation, pronunciation practice, and use of new vocabulary. Learn through repetition, dialogues, and skits. Individualized feedback from audio and videotaping included. $260. Course#YE-666.

- Mon, Wed 12:30pm-2:35pm Jan 29-May 6
- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Pronunciation Improvement 3
Improve English pronunciation skills in this popular course. Focus on stress, intonation, and vowel/consonant sounds. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. $260. Course#YE-641.

- Tue, Thu 9:20am-11:30am Jan 30-May 7

Vocabulary and Spelling 3 & 4
Expand your vocabulary and improve your spelling in this dynamic, interactive class. You will learn some of the 3,000 most important words in English as well as spelling rules, including vowel sounds, tricky consonant sounds, syllables, prefixes, and suffixes. Improve your writing, expand your vocabulary, increase the accuracy of your listening comprehension and develop your pronunciation in this class. $280. Course#YE-622.

- Mon, Wed 9:20am-11:30am Jan 29-May 6

Reading and Vocabulary 3B
Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include a lot of discussion and interaction. $260. Course#YE-685.

- Mon, Wed 12:30pm-2:35pm Jan 29-May 6
Writing Basics 3B
Improve sentence and paragraph writing skills. Address common mistakes in grammar, vocabulary, and spelling. This class is perfect for students who want to develop writing skills for personal use, employment, or academic programs (GED or college study). Free tuition; material fees collected during registration.
- Mon, Wed 6:45pm-9pm Jan 29-May 6
- Tue, Thu 7:30pm-9:45pm Jan 30-May 7

Writing and Grammar 3B
Develop sentence and paragraph writing skills in this intensive class. Also learn about common ESL problems with vocabulary, spelling, and grammar, and discover how to avoid and correct these errors. $260. Course#YE-683.
- Mon, Wed 9:20am-11:30am Jan 29-May 6
- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Grammar 3B
Learn grammar rules and practice them in speaking and writing in this class. This is not just a class for memorizing rules! Excellent practice to improve the grammar you use every day. $260. Course#YE-683.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

Computer Skills for Academic Success
NEW!
When you're studying in a language that isn't your first, completing assignments can take more time. Learn to use the computers in a way that makes assignments easier, not harder. Students will be surveyed the first week of class to determine what topics will be most helpful to them, then a new topic will be covered each week with a lot of time to practice. Topics may include typing, keyboard shortcuts, formatting Word documents, creating PowerPoint presentations, and tools for studying. $210. Course#YE-625.
- Wed 3pm-4:30pm Feb 5-May 6

English for Citizenship (Level 3+)
This course is a quick, easy introduction to U.S. government and history for intermediate students. Learn English and about U.S. government while preparing for the U.S. citizenship exam. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm Feb 22-May 2

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

Reyshel Gumban
Student from the Philippines
“When I started the program at the English Language Center at Howard Community College, I was shy because I felt I could only speak a little English. I was scared to talk to people and worried how I would do in classes. All of my professors have been so welcoming and helpful. I can tell they take a lot of pride in their jobs. Through my courses at HCC I have become much more skilled in reading, writing, and speaking English. I feel confident in my ability to hold conversations with people at length. The teaching methods they use here have helped me make a lot of progress in a short amount of time. I really appreciate how much they have helped me improve.”

English for Careers: CNA ESL Support Class (Level 3+)
See course description on page 45. Application is available at the ELC office in the Hickory Ridge Building, Room 200. Email elccna@howardcc.edu for more information. Free tuition; material fees collected during registration.
- Tue, Thu 12:30pm-3pm Mar 10-May 7

English for Careers: PCT ESL Support Class (Level 3+)
See course description on page 46. Application is available at the ELC office in the Hickory Ridge Building, Room 200. Email elccna@howardcc.edu for more information. Free tuition; material fees collected during registration.
- Mon, Wed 12:30pm-3pm Jan 6-Mar 4

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

Level 4 – Intermediate II ESL Classes

Intensive English 4B
Work on all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-768.
- Mon, Wed 9:20am-11:30am Jan 29-May 6
- Tue, Thu 7pm-9:15pm Feb 4-May 7
English as a Second Language

English 4B
Improve all of your English skills in one intensive class: Listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. This class is perfect if you are preparing for college study or need better English skills for your job or personal use. $210. Course#YE-775.
- Sat 9am-11:50am Feb 1-May 9

Interactive Speaking 4B
Speak more like a native speaker! Develop confidence while speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions! Individualized feedback from audio and videotaping included. $280. Course#YE-748.
- Mon, Wed 12:30pm-2:35pm Jan 29-May 6
- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Conversation 4B
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand vocabulary daily by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $210. Course#YE-799.
- Fri 9:30am-12:15pm Feb 14-May 8

Speaking for Success 4B ★NEW!★
Improve your speaking in a fun, active environment. You will build confidence and fluency by practicing speaking with clear pronunciation and a variety of grammar structures and vocabulary words. This is a very interactive class that includes a lot of pair and group work as well as feedback from your teacher. $280. Course#YE-739.
- Mon, Wed 7pm-9pm Feb 10-May 6

Pronunciation Improvement 4
Practice stress, intonation, and the sounds of American English in this popular course. Also learn how to pronounce and spell new words. Videotape yourself and get helpful feedback from your teacher. Have fun while you improve your pronunciation! $280. Course#YE-730.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

Vocabulary and Spelling 3 & 4
Expand your vocabulary and improve your spelling in this dynamic, interactive class. You will learn some of the 3,000 most important words in English as well as spelling rules, including vowel sounds, tricky consonant sounds, syllables, prefixes, and suffixes. Improve your writing, expand your vocabulary, increase the accuracy of your listening comprehension and develop your pronunciation in this class. $280. Course#YE-622.
- Mon, Wed 9:20am-11:30am Jan 29-May 6

Reading and Vocabulary 4B
Read interesting short stories and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. Increase your reading speed and improve comprehension. $280. Course#YE-769.
- Mon, Wed 12:30pm-2:35pm Jan 29-May 6

Writing and Grammar 4B
Improve academic writing skills! This upper-intermediate level class focuses on paragraph-level writing tasks. Through writing, address ESL problems with vocabulary, spelling, and grammar. Prepare for college classes or the TOEFL. Basic computer typing skills required. $280.
- Mon, Wed 9:20am-11:30am Jan 29-May 6
- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Grammar 4B
Learn the grammar rules appropriate for this level and practice them in writing and speaking! $280. Course#YE-766.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

Using English in the Community
One of our most popular classes! Upper-level intermediate or advanced students will have a chance to speak with native speakers by performing volunteer service in the community. Choices for volunteer service will come from reputable community organizations. In class, students will reflect on experiences and use English for reading, writing, listening, and speaking activities. Outside speakers and videos will broaden exposure to English. Improve English and job-readiness skills. **Hours outside of class required.** Must be willing to commit to regular, weekly hours off-campus (minimum three to four hours per week). Thirty (30) in-class hours and approximately 30 out-of-class hours. $280. Course#YE-710.
- Mon 9:30am-12pm Feb 3-Apr 27

English for College Math
If you possess advanced math skills but struggle with the vocabulary and grammar associated with college math, this class is perfect for you! Learn the vocabulary you will need when you enroll in college or university freshman math classes. $210. Course#YE-795.
- Thu 3pm-5pm Feb 6-Apr 2

English for Citizenship (Level 3+)
See course description on page 47. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm Feb 22-May 2

English for Careers: Accounting for ESL ★NEW!★ (Level 4+)
(Co-requisite with Accounting 111)
See course description on page 45. Free tuition; material fees collected during registration.
- Tue, Thu 7:30pm-9:45pm Jan 30-May 7

English for Careers: Cybersecurity HYBRID ★NEW!★ (Level 4+)
See course description on page 45. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm Feb 1-May 9

Class meets in person on Feb 8, Feb 22, Mar 7, Mar 21, & Apr 4
English for Careers: Vision Assistant ★NEW!★
(Level 4+)
See course description on page 46. Free tuition; material fees collected during registration.
■ Wed, Fri 6:45pm-9pm Jan 29-Jun 19

Banking and Finance Training for Bilingual Speakers (Level 4+)
See course description on page 46. Free tuition; material fees collected during registration.
■ Sat 9am-2pm Feb 15-Apr 25

Bridge to Academic ESL
Improve your grammar, vocabulary, reading and writing skills in this upper-intermediate level class. Focus on academic writing for college classes or the TOEFL, as well as read a popular American novel. $210. Course#YE-742.
■ Mon, Wed 6:30pm-9:30pm Feb 19-May 18 Laurel College Center

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

There are more Level 4 classes in the Professional English and Online sections on pages 50-51.

Level 5 & 6 – Advanced ESL Classes

Intensive English 5B
Work on all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-858.
■ Mon, Wed 9:20am-11:30am Jan 29-May 6
■ Tue, Thu 7pm-9:15pm Feb 4-May 7

English 5B
Work on all English skills: Listening, speaking, reading, writing, and grammar in one class. The curriculum is academic and challenging, yet very practical. This class is perfect for students who are preparing for college study or want a more demanding class. $210. Course#YE-871.
■ Sat 9am-11:50am Feb 1-May 9

Conversation 5B
Learn to use correct spoken English in everyday conversations and develop confidence while you practice speaking in an active, fun environment. Improve your pronunciation and expand vocabulary by learning and using new words and expressions. You will practice new vocabulary through repetition, group and pair work, and pronunciation exercises. $210. Course#YE-882.
■ Fri 9:30am-12:15pm Feb 14-May 8

There are more Level 4 classes in the Professional English and Online sections on pages 50-51.

Howard Community College’s ENGLISH INSTITUTE

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

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

Contact HCC’s English Institute
443-518-1681
howardcc.edu/ei2020
Interactive Speaking 5B
Speak more like a native speaker! Develop confidence while practicing speaking in an active, fun environment. Expand vocabulary and improve pronunciation skills. Practice what you learn in dialogues, role-plays, and discussions! Individualized feedback from audio and videotaping included. $280. Course#YE-853.
- Tue, Thu 12:30pm-2:40pm Jan 30-May 7

Pronunciation Improvement 5
Increase your confidence by learning rules for better pronunciation and sound more like a native speaker! Practice in class with dialogues, short plays, and brief presentations. Videotape yourself and get helpful feedback from your teacher. $280. Course#YE-839.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

Reading and Vocabulary 5B
Read interesting articles and books to improve reading, speaking, and writing skills while learning new vocabulary! Activities will include lots of discussion and interaction. This academic and interesting class will increase reading speed and improve reading comprehension. This class is perfect for students who are preparing for college study or want a more demanding class. $280. Course#YE-872.
- Mon, Wed 12:30pm-2:35pm Jan 29-May 6

Writing and Grammar 5B
Advanced students, don’t miss this chance to improve academic writing skills. If you are planning to attend a college or university in the U.S. or take the TOEFL, this class will help you develop the writing skills to be successful. Focus on organization, editing, and developing well-written essays and address ESL problems with vocabulary, spelling, and grammar. $280.
- Mon, Wed 9:20am-11:30am Jan 29-May 6

Vocabulary and Spelling 5 & 6
Can you easily and accurately use words from the Academic Word List (AWL) in your writing and speaking? In this class, students will briefly review the spelling rules associated with difficult phonemes in AWL words, before moving on to learning about how syllables affect how we spell and say academic vocabulary, spelling suffixes correctly to expand personal word banks and improving listening comprehension and pronunciation. $290. Course#YE-808.
- Mon, Wed 9:20am-11:30am Jan 29-May 6

Grammar 5B
Learn the grammar rules appropriate for this level and practice them in writing and speaking! $280. Course#YE-817.
- Tue, Thu 9:20am-11:30am Jan 30-May 7

Advanced TOEFL Preparation (Level 6)
This course is designed to help students develop the advanced grammar, reading, writing, listening, and speaking skills required on the iBT version of the TOEFL. Work with lab software and online programs. $300. Course#YE-908.
- Mon, Wed 12:30pm-2:35pm Jan 29-May 6
- Tue, Thu 7pm-9:15pm Feb 4-May 7

English for Citizenship (Level 3+)
See course description on page 47. Free tuition; material fees collected during registration.
- Sat 9:30am-12pm Feb 22-May 2

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

Continuing Education

Professional English Certificate ESL Classes

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

Advanced Pronunciation Training *Professional English Certificate* (Level 5+)
Reduce your foreign accent and learn to pronounce English in a way that will make others understand you better! You will receive classroom instruction using the newest approaches and laboratory programs. On two class days, special individual sessions will be held instead of the regular class. During these sessions, you will work with trained pronunciation professionals who will help build your speech profile and give you specific errors to eliminate. This is a perfect class for business professionals, academic instructors, or students wishing to improve speaking for business or academic purposes. $350. Course#YE-813.
- Mon, Wed 7pm-9:15pm Feb 3-April 22

English for Business Communication *Professional English Certificate* (Level 5+)
This course is designed to improve the English skills of the business professional or someone interested in business pursuits. Written and oral communication practice will focus around these topics: Cultural diversity, socializing, using the telephone, negotiating, making presentations, interviewing, recruiting, and participating in meetings. $290. Course#YE-811.
- Mon, Wed 7pm-9:15pm Feb 3-Apr 22

English for Professional Leadership *Professional English Certificate* (Level 5+)
This course is designed for advanced students who wish to develop language skills in the area of business leadership. The course focuses on current management topics including leadership styles, motivation, recruiting, marketing, use of teams, strategy, dealing with change, managing across cultures, downsizing, finances, and risk management and decision making. A key component of the course is exposure to contemporary management vocabulary. $290. Course#YE-805.
- Tue, Thu 9:20am-11:30am Feb 4-Apr 23
Online ESL Classes

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

Professional Writing *Professional English Certificate* (Level 5+)
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. $280. Course#YE-884.
■ Feb 24-Apr 10 (Online)

English for Marketing and Social Media *Professional English Certificate* (Level 4+)
This innovative class is designed for anyone who is interested in the English used in marketing and social media advertising. 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-703.
■ Feb 24-Apr 10 (Online)

Health Care Interpreter Program

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

Orientation to Health Care Interpreting Training
Gain an overview of the health care interpreting certificate program components and requirements. Your language proficiency will be assessed and you will briefly explore Health Care Interpreter's standard of practice, roles, functions and arenas. Upon completion of the course, you will be able to evaluate personal readiness to become a health care interpreter.
■ Sat 9am-1pm, Jan 18
YE-800 3407   #7895 Hickory Ridge 108

Haejin Suk  Korean Interpreter

“HCC’s health care interpreting program helped me understand the fundamentals of interpreting in the medical field and helped me review the core medical terminology in various medical settings. The professors wholeheartedly mentor and support you.”

Interpreting in Health Care
This course provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. You will learn basic knowledge of common medical conditions, treatments, and procedures, and bridging linguistic and cultural competency between clients and providers for specific communities necessary in the art of interpretation. You will also develop advanced skills in ethical decision making, memory development, patient advocacy, and listening skills. By the end of the course, you will be able to analyze and contrast cultural influences in health beliefs and the interaction between traditional and U.S. health care assumptions and delivery systems, choose and demonstrate the appropriate role of interpreting based on communication barriers of the speaker and solve ethical dilemmas by applying the ethical decision making process. $975. Course# YE-801.
■ Thu 6:30pm-9:30pm & Sat 9am-3:30pm, Feb 13-May 16
(No class Feb 29, Mar 14, Mar 28, and Apr 11)
YE-801 3408   #7896 Health Sciences Building 111

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. 1.7 CEUs. $145 (fee based, no waivers) Course#YE-802.
■ Thu 7pm-9pm Jun 11, Jun 25, Jul 9 & Jul 23
Health Sciences Building
(Dates and times for additional sessions will vary.)
LANGUAGES AND CULTURES
Experience the world by studying another language. Whether learning a language is a personal goal or a professional necessity, HCC's noncredit language courses can help.

When taking noncredit language courses, you may choose between the two options below:

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

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

Registration: Online, in person, or by mail. For instructions, see page 85.
Seniors (Maryland residents ages 60 and older only): Pay all fees listed in the course description. First time Maryland seniors, please register by fax, mail, or in person to receive tuition waiver for applicable courses. After you have registered with us by fax, mail, or walk-in, you will be able to use HCC Express for future registrations.

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

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

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

French

French for Travelers
Planning a trip abroad? If France or a French speaking country is your destination, this course is for you! Learn the essentials of the language and culture to make your trip more enjoyable, including French for restaurants, shopping, public transportation, seeking directions, general courtesies and more. Enhance your travel know-how by learning everyday French phrases, practicing pronunciation, and obtaining cultural tips that will help you fit in with the locals. (T) $175 (includes $60 in fees*)
- Tue 6:30pm-9pm, Jan 7-Feb 25
  YL-400 3811 #7672 Main Campus

French 1B
This course builds on the skills acquired in French 1A and uses the same text. You will continue to develop your written, verbal, grammatical, and conversational skills. To enroll, you should be able to use the present and tense of regular verbs and the past tense of être. (T) $175 (includes $60 in fees*)
- Tue 6:30pm-9pm, Jan 7-Feb 25
  YL-110 3805 #7666 Main Campus

French 2B
French 2B focuses on more advanced levels of French grammar while easing you into a more comfortable level of oral fluency. The ability to develop basic conversational skills is presented in a supportive manner. This is a follow-up course to French 2A. (T) $175 (includes $60 in fees*)
- Wed 6:30pm-9pm, Jan 8-Feb 26
  YL-202 3809 #7670 Main Campus

German

German for Travelers
Are you ready for a Rhine River cruise, Oktoberfest, or the famous Christmas markets? Learn German survival vocabulary plus practical German phrases and expressions that allow you to introduce yourself, ask for and follow directions, order food and drink, and more. Class sessions will discuss cultural highlights, customs, regional differences, and do's and don'ts that await you and your exploration. (T) $175 (includes $60 in fees*)
- Tue 6:30pm-9pm, Jan 7-Feb 25
  YL-403 3814 #7675 Main Campus

German 1B
This course builds on the skills acquired in German 1A. If you know some basic expressions, numbers, and how to conjugate verbs in the present tense, this course is for you! You will build on your vocabulary, improve your verbal expression and pronunciation, learn other verb tenses and also progress in your writing skills. Acquire the grammar you need to communicate successfully at a beginning level and have fun learning cultural facts along the way! (T) $175 (includes $60 in fees*)
- Thu 6:30pm-9pm, Jan 9-Feb 27
  YL-111 3806 #7667 Main Campus

BASIC LANGUAGE WINTER COURSES

American Sign Language

American Sign Language 1B
This is a continuation of American Sign Language 1A with emphasis remaining on visual-gestural communication techniques. ASL questions, commands, and simple and compound sentences are featured. (T) $175 (includes $60 in fees*)
- Tue 6:30pm-9pm, Jan 7-Feb 25
  YL-109 3804 #7665 Main Campus

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

**Italian for Travelers**
Before venturing off to Italy, learn about the culture, history, and geography of this fascinating and diverse country. Practice essential Italian phrases that you can use in meeting people, ordering in restaurants, shopping, locating essential services, and more. Gain valuable tips to prepare yourself for your dream vacation! (T) $175 (includes $60 in fees*)
- **Wed 6:30pm-9pm, Jan 8-Feb 26**
  YL-401 3812  #7673  Main Campus

**Italian 1B**
Continue your studies of basic Italian grammar and vocabulary in the second part of Italian 1. This course will focus more on using numbers for time and dates, geographical terms, and everyday life. (T) $175 (includes $60 in fees*)
- **Thu 6:30pm-9pm, Jan 9-Feb 27**
  YL-112 3807  #7668  Main Campus

Japanese

**Japanese 1B**
Reinforce information learned in Japanese 1A. Become more familiar with the use of complex sentences, conjugate verb endings, and continue to develop skills for everyday conversation. Use Katakana and some Kanji while continuing to read and write Hiragana. (T) $175 (includes $60 in fees*)
- **Tue 6:30pm-9pm, Jan 7-Feb 25**
  YL-105 3800  #7661  Main Campus

Spanish

**Spanish for Travelers**
If you are traveling to Spain or Latin America in the near future, this practical course is for you! You will learn about introductions, hotel accommodations, price negotiation, ordering food, transportation, and emergencies. Cultural topics will be incorporated into the curriculum. (T) $175 (includes $60 in fees*)
- **Tue 6:30pm-9pm, Jan 7-Feb 25**
  YL-402 3813  #7674  Main Campus

**Spanish 1A**
Learn the fundamentals of the language. Start with the alphabet and simple grammar and progress to writing basic sentences and pronunciation. Converse and engage in small dialogues as you increase your Spanish vocabulary. (T) $175 (includes $60 in fees*)
- **Tue 6:30pm-9pm, Jan 7-Feb 25**
  YL-106 3801  #7662  Main Campus

**Spanish 1B**
This class is the second step in the Spanish 1 series. Instruction focuses on possessive adjectives, weather expressions, months of the year and days of the week. You will also practice their writing and conversation skills. This class is for you to be able to use the present tense of regular -ar, -er, and -ir verbs as well as the verbs ser and estar. (T) $175 (includes $60 in fees*)
- **Thu 6:30pm-9pm, Jan 9-Feb 27**
  YL-107 3802  #7663  Main Campus

**Spanish 1C**
Continue your language studies with this final Spanish 1 course. In addition to learning prepositions, adjectives, and verb tenses, you will practice vocabulary relating to numbers, clothes, animals, and food. You will also continue to develop conversation skills. (T) $175 (includes $60 in fees*)
- **Wed 6:30pm-9pm, Jan 8-Feb 26**
  YL-108 3803  #7664  Main Campus

**Spanish 2A**
In this intermediate language course, you should be comfortable with the present tense of regular and irregular verbs. You will concentrate on the past and imperfect tenses as well as other advanced grammar, writing, and conversational skills. (T) $175 (includes $60 in fees*)
- **Thu 6:30pm-9pm, Jan 9-Feb 27**
  YL-201 3808  #7669  Main Campus

**Spanish 2B**
You should have mastered the present tense of basic regular and irregular verbs as well as feel comfortable with using some past tense. As a follow up to Spanish 2A, the 2B course will concentrate on the preterit and imperfect past tenses of verbs as well as direct objects. There will be emphasis on advanced grammar, writing, and conversational skills. (T) $175 (includes $60 in fees*)
- **Wed 6:30pm-9pm, Jan 8-Feb 26**
  YL-203 3810  #7671  Main Campus

**INTENSIVE LANGUAGE WINTER COURSES**

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

All intensive language classes use the online course delivery system Canvas. Supplemental materials, course content, assignments, and tests and quizzes may be made available through Canvas.

All intensive language classes also include a lab component. For online courses, the lab component will be delivered via online-conferencing.

All classes begin the week of Jan 2 and end Jan 28 unless otherwise indicated.
Languages and Cultures

Foundational Spanish II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-513 3815  #7678  Online

Intermediate Spanish I
In order to improve your ability to communicate at the intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-611 3816  #7679  Online
- YL-611 3817  #7680  Online

French

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

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-400 3834  #7699  Main Campus

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

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-101 3819  #7682  Main Campus

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

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-200 3826  #7691  Main Campus

German

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

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-403 3837  #7702  Main Campus

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

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-102 3820  #7683  Main Campus

American Sign Language

American Sign Language 1A
Learn American Sign Language (ASL) visual-gestural communication, sign differentiation, and visual memory exercises. ASL questions, commands, and simple sentences are featured. Deaf and hard of hearing cultural information is also discussed. (T) $175 (includes $60 in fees*)

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-100 3818  #7681  Main Campus

American Sign Language 2A
This course builds on the skills acquired in American Sign Language 1. This intermediate course emphasizes conversation with the Deaf community through additional signs, idioms, and skill building. (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-204 3829  #7694  Main Campus
Languages and Cultures

German 2A
This course builds on the skills acquired in German 1. You should be comfortable with basic expressions, numbers, and how to conjugate verbs in the present tense. You will continue to build vocabulary, improve your expression and pronunciation, practice verb tenses and also advance your writing skills. (T) $175 (includes $60 in fees*)

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-205 3830  #7695  Main Campus

Italian

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

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-401 3835  #7700  Main Campus

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

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-103 3821  #7684  Main Campus

Italian 2A
Learn the past, future, and imperfect tenses of regular and irregular verb conjugations, idiomatic expressions, and correct pronunciation. Oral/aural and written communication skills are emphasized. If enrolling, you should be able to use the present tense of the verbs ‘esse,’ ‘avere,’ ‘are,’ ‘ere,’ and ‘ere.’ (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-206 3831  #7696  Main Campus

Japanese

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

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-104 3822  #7687  Main Campus

Japanese 2A
You will continue to learn further language structures and vocabulary to increase comprehension in reading, writing, and speaking. You should be able to use Katakana and some Kanji as well as read and write Hiragana. (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-208 3833  #7698  Main Campus

Spanish

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

- Tue 6:30pm-9pm, Apr 14-Jun 2
  YL-402 3836  #7701  Main Campus

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

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-106 3823  #7688  Main Campus

Spanish 1B
This class is the second step in the Spanish 1 series. Instruction focuses on possessive adjectives, weather expressions, months of the year and days of the week. You will also practice their writing and conversation skills. This class is for you to be able to use the present tense of regular –ar, -er, and -ir verbs as well as the verbs ser and estar. (T) $175 (includes $60 in fees*)

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-107 3824  #7689  Main Campus

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

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-108 3825  #7690  Main Campus

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

- Thu 6:30pm-9pm, Apr 16-Jun 4
  YL-201 3827  #7692  Main Campus

Spanish 2B
You should feel secure in using most of the present and past tenses of regular and irregular verbs before taking this course. Emphasis is on verbs with spelling changes, past participle, present perfect, future tenses, and the subjunctive mode of regular and irregular verbs. Reading, writing, speaking, and intermediate level conversational skills will also be expanded. (T) $175 (includes $60 in fees*)

- Wed 6:30pm-9pm, Apr 15-Jun 3
  YL-203 3828  #7693  Main Campus
Spanish 2C
Feel more secure in your mastery of the Spanish language. Emphasis is on more advanced conversational skills using the vocabulary and grammar from Spanish 2B. Grammar includes spelling changes of verbs, comparisons, and the future tense of regular and irregular verbs. (T) $175 (includes $60 in fees*)

- Thu 6:30pm-9pm, Apr 16-Jun 4
- YL-207 3832 #7697
  Main Campus

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

- Jan 15-Feb 21
  XO-489 4208 #7046
  Online
- Feb 12-Mar 20
  XO-489 4209 #7047
  Online
- Mar 18-Apr 24
  XO-489 4210 #7048
  Online
- Apr 15-May 22
  XO-489 4211 #7049
  Online
- May 13-Jun 19
  XO-489 4212 #7050
  Online

Arabic

Foundational Arabic I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Arabic-speaking cultures, practices, and perspectives to your own cultures; connect the Arabic language to other relevant disciplines; and expand your use of the Arabic language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-500 3838 #7703
  Online

Foundational Arabic II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Arabic-speaking cultures, practices, and perspectives to your own cultures; connect the Arabic language to other relevant disciplines; and expand your use of the Arabic language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-501 3839 #7704
  Online

Intermediate Arabic I
In order to improve your ability to communicate at the intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Arabic-speaking cultures, practices, and perspectives to your own cultures; connect the Arabic language to other relevant disciplines; and expand your use of the Arabic language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-600 3869 #7737
  Online

Intermediate Arabic II
In order to improve your ability to communicate at the intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Arabic-speaking cultures, practices, and perspectives to your own cultures; connect the Arabic language to other relevant disciplines; and expand your use of the Arabic language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-601 3870 #7738
  Online

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

Hebrew

Foundational Hebrew I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Hebrew-speaking cultures, practices, and perspectives to your own cultures; connect the Hebrew language to other relevant disciplines; and expand your use of the Hebrew language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-502 3840  #7705
  Mon, Wed 5:30pm-7:20pm
  Duncan Hall 216

Foundational Hebrew II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Hebrew-speaking cultures, practices, and perspectives to your own cultures; connect the Hebrew language to other relevant disciplines; and expand your use of the Hebrew language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-516 3867  #7735
  Tue, Thu 5:30pm-7:20pm
  Duncan Hall 216

Japanese

Foundational Japanese I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Japanese-speaking cultures, practices, and perspectives to your own cultures; connect the Japanese language to other relevant disciplines; and expand your use of the Japanese language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-504 3841  #7706
  Mon, Wed 5:30pm-7:20pm
  Duncan Hall 201

Foundational Japanese II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Japanese-speaking cultures, practices, and perspectives to your own cultures; connect the Japanese language to other relevant disciplines; and expand your use of the Japanese language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- YL-505 3842  #7707
  Tue, Thu 5:30pm-7:20pm
  Duncan Hall 122
Intermediate Japanese II
In order to sharpen your ability to communicate at a further intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Japanese-speaking cultures, practices, and perspectives to your own cultures; connect the Japanese language to other relevant disciplines; and expand your use of the Japanese language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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<th>YL-614 3880  #7746</th>
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Intermediate Korean I
In order to improve your ability to communicate at the intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Korean-speaking cultures, practices, and perspectives to your own cultures; connect the Korean language to other relevant disciplines; and expand your use of the Korean language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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<th>YL-606 3871  #7739</th>
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Intermediate Korean II
In order to sharpen your ability to communicate at a further intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Korean-speaking cultures, practices, and perspectives to your own cultures; connect the Korean language to other relevant disciplines; and expand your use of the Korean language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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Mandarin Chinese

Foundational Mandarin Chinese I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will broaden the comparisons of Mandarin Chinese-speaking cultures, practices, and perspectives to your own cultures; connect the Mandarin Chinese language to other relevant disciplines; and expand your use of the Mandarin Chinese language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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<th>YL-508 3846  #7711</th>
<th>Mon, Wed 12pm-1:50pm</th>
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Korean

Foundational Korean I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will broaden the comparisons of Korean-speaking cultures, practices, and perspectives to your own cultures; connect the Korean language to other relevant disciplines; and expand your use of the Korean language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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<th>YL-506 3843  #7708</th>
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Foundational Korean II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will broaden the comparisons of Korean-speaking cultures, practices, and perspectives to your own cultures; connect the Korean language to other relevant disciplines; and expand your use of the Korean language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

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<th>YL-507 3844  #7709</th>
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COURSE NOTES

* Fees not eligible for waiver.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Foundational Mandarin Chinese II
In order to expand your ability to communicate at the sec-
ond foundational level, you will apply four language skills
— listening, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses
and contexts. You will deepen the comparisons of Mandarin
Chinese-speaking cultures, practices, and perspectives to
your own cultures; connect the Mandarin Chinese language
to other relevant disciplines; and expand your use of the
Mandarin Chinese language outside of the classroom in a
variety of contexts. Content and supporting language struc-
tures and vocabulary will be theme-based, with outcomes
measured in a variety of ways, including task-based activities
that support effective communication around the theme. (T)
$400 (includes $90 in fees*)
  YL-509 3848 #7713  Online

Intermediate Mandarin Chinese I
In order to improve your ability to communicate at the inter-
mediate level, you will apply four language skills — listen-
ing, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses and
contexts. You will deepen the comparisons of Mandarin Chinese-
speaking cultures, practices, and perspectives to your own
cultures; connect the Mandarin Chinese language to other
relevant disciplines; and expand your use of the Mandarin
Chinese language outside of the classroom in a variety of
contexts. Content and supporting language structures and
vocabulary will be theme-based, with outcomes measured
in a variety of ways, including task-based activities that sup-
port effective communication around the theme. (T) $400
(includes $90 in fees*)
  YL-608 3873 #7741  Online

Intermediate Mandarin Chinese II
In order to sharpen your ability to communicate at a further
intermediate level, you will apply four language skills — lis-
tening, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses and
contexts. You will deepen the comparisons of Mandarin Chinese-
speaking cultures, practices, and perspectives to your own
cultures; connect the Mandarin Chinese language to other
relevant disciplines; and expand your use of the Mandarin
Chinese language outside of the classroom in a variety of
contexts. Content and supporting language structures and
vocabulary will be theme-based, with outcomes measured
in a variety of ways, including task-based activities that sup-
port effective communication around the theme. (T) $400
(includes $90 in fees*)
  YL-609 3874 #7742  Online

Persian
Foundational Persian I
In order to acquire and develop their ability to communicate at
the foundational level, learners apply four language skills
— listening, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses and
contexts. Learners deepen the comparisons of Persian-
speaking cultures, practices, perspectives, and artifacts to
learners’ own cultures; connect the Persian language to other
relevant disciplines; and expand their use of the Persian
language outside of the classroom in a variety of contexts.
Content and supporting language structures and vocabulary
will be theme-based, with outcomes measured in a variety of
ways, including task-based activities that support effective
communication around the theme. (T) $400 (includes $90 in fees*)
  YL-510 3866 #8816  Duncan Hall 204  Tues, Thu 3:30pm-5:20pm

Foundational Persian II
In order to expand their ability to communicate at the sec-
ond foundational level, learners apply four language skills
— listening, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses and
contexts. Learners deepen the comparisons of Persian-
speaking cultures, practices, perspectives, and artifacts to
learners’ own cultures; connect the Persian language to other
relevant disciplines; and expand their use of the Persian
language outside of the classroom in a variety of contexts.
Content and supporting language structures and vocabulary
will be theme-based, with outcomes measured in a variety of
ways, including task-based activities that support effective
communication around the theme. (T) $400 (includes $90 in fees*)
  YL-518 3882 #8817  Duncan Hall 203  Tues, Thu 5:30pm-7:20pm

Russian
Foundational Russian I
In order to acquire and develop your ability to communicate at
the foundational level, you will apply four language skills
— listening, speaking, writing, and reading — by exchanging,
interpreting, and presenting information in multiple tenses and
contexts. You will deepen the comparisons of Russian-
speaking cultures, practices, and perspectives to your own
cultures; connect the Russian language to other relevant
disciplines; and expand your use of the Russian language
outside of the classroom in a variety of contexts. Content and
supporting language structures and vocabulary will be theme-
based, with outcomes measured in a variety of ways, including

task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)
  YL-511 3849 #7714  Duncan Hall 123  Mon, Wed 5:30pm-7:20pm
Languages and Cultures

**Foundational Russian II**
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Russian-speaking cultures, practices, and perspectives to your own cultures; connect the Russian language to other relevant disciplines; and expand your use of the Russian language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

YL-517 3868 #7736
Mon, Wed 5:30pm-7:20pm

**Spanish**

**Foundational Spanish I**
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

YL-512 3850 #7715
Mon, Wed 10am-11:50am

YL-512 3851 #7716
Mon, Wed 12pm-1:50pm

YL-512 3852 #7717
Tue, Thu 10am-11:50am

YL-512 3853 #7718
Tue, Thu 12pm-1:50pm

YL-512 3854 #7719
Tue, Thu 2pm-3:50pm

YL-512 3855 #7720
Mon, Wed 6pm-7:50pm

YL-512 3856 #7721
Mon, Wed 6:30pm-8:30pm

YL-512 3857 #7722

Duncan Hall 224

Duncan Hall 224

Duncan Hall 320

Duncan Hall 224

Duncan Hall 223

Duncan Hall 224

Duncan Hall 224

Duncan Hall 224

Online
Foundational Spanish II
In order to expand your ability to communicate at the second foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- **YL-513 3859 #7726**
  - Mon, Wed 8am-9:50am
  - Duncan Hall 224

- **YL-513 3860 #7727**
  - Mon, Wed 2pm-3:50pm

- **YL-513 3861 #7728**
  - Tue, Thu 10am-11:50am

- **YL-513 3862 #7729**
  - Tue, Thu 6pm-7:50pm

- **YL-513 3863 #7731**
  - Tue, Thu 6:30pm-8:30pm

- **YL-513 3864 #7732**
  - Online

Intermediate Spanish I
In order to improve your ability to communicate at the intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- **YL-611 3875 #7743**
  - Mon, Wed 2pm-3:50pm

- **YL-611 3876 #7744**
  - Tue, Thu 4pm-5:50pm

- **YL-611 3877 #7745**
  - Online

Intermediate Spanish II
In order to expand your ability to communicate at a further intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- **YL-612 3878 #7746**
  - Tue, Thu 2pm-3:50pm

- **YL-612 3879 #7747**
  - Online

Intermediate Spanish IV
In order to perfect your ability to communicate at the fourth intermediate level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. Grammatical concepts introduced in foundational and intermediate classes will be re-examined with the intention of expanding them for use in academic and real-world contexts. You will deepen the comparisons of Spanish-speaking cultures, practices, and perspectives to your own cultures; connect the Spanish language to other relevant disciplines; and expand your use of the Spanish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- **YL-615 3881 #7749**
  - Tue, Thu 6pm-7:50pm
  - Online

Turkish

Foundational Turkish I
In order to acquire and develop your ability to communicate at the foundational level, you will apply four language skills—listening, speaking, writing, and reading—by exchanging, interpreting, and presenting information in multiple tenses and contexts. You will deepen the comparisons of Turkish-speaking cultures, practices, and perspectives to your own cultures; connect the Turkish language to other relevant disciplines; and expand your use of the Turkish language outside of the classroom in a variety of contexts. Content and supporting language structures and vocabulary will be theme-based, with outcomes measured in a variety of ways, including task-based activities that support effective communication around the theme. (T) $400 (includes $90 in fees*)

- **YL-514 3865 #7733**
  - Online

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

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

SAT

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

- Sat 9am-4:30pm, Feb 1-Mar 7 (No class Feb 15)
  XK-132 1347  #6721  Hickory Ridge
- Sat 9am-4:30pm, Apr 25-May 30 (No class May 23)
  XK-132 1350  #6734  Hickory Ridge

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

- Sat 9am-1pm, Feb 1-Mar 7 (No class Feb 15)
  XK-134 1349  #6733  Hickory Ridge
- Sat 9am-1pm, Apr 25-May 30 (No class May 23)
  XK-134 1352  #6897  Hickory Ridge

Preparation for the SAT Math Test
Ages 15+. If you are taking the SAT and only need preparation in the math section, you should take this updated course. Math preparation includes multi-step problems with applications in science, social science, career scenarios, and other real-life contexts. 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*)

- Sat 1:30pm-4:30pm, Feb 1-Mar 7 (No class Feb 15)
  XK-133 1348  #6731  Hickory Ridge
- Sat 1:30pm-4:30pm, Apr 25-May 30 (No class May 23)
  XK-133 1351  #6735  Hickory Ridge

Graduate School Entry Exams

Prepare For Graduate School Entry Exams Online
LSAT • GRE • GMAT
Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
Visit ed2go.com/howardcc or call 443-518-4680 for information.

Teacher Education

Professional Development Online Courses for Teachers
(K-12 and adults)
- Teaching Students with Autism
- Teaching Students with ADHD
Classes start Jan 15, Feb 12, Mar 18, Apr 15, & May 13
Visit ed2go.com/howardcc or call 443-518-4680 for information.
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. MVA policy requires that students enrolled in motorcycle classes attend all class sessions for the entire time period. All classes start promptly. If you are enrolled in a motorcycle class and are late or miss any class sessions, you cannot complete the course and will be dismissed without a refund. No Exceptions. Classes are held rain or shine. Class times may vary.

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

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

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

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

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

Meet our instructors, hear from former students, and see what your first time on the range might be like!

View our Rider School videos that aired on Facebook Live at facebook.com/howardccconed.
Arts, Crafts & Photography

Classical Drawing
This course is a study of the technical, realistic skills of drawing. It is suitable for beginner to intermediate levels. Upon completing the class, you will be able to center a composition, render objects reasonably in proportion to the subject matter, and execute the four elements of shading. With still-life as the subject matter and graphite pencils as the media, you will learn how to begin and complete a large finished drawing. The first class is devoted to a detailed lecture, with examples, of the entire drawing process from development to review. A supply list will be provided and discussed as well. Instructor Jennifer Littleton is a graduate of MICA, experienced teacher, founder of the Littleton School of Art, and member of the Charcoal Club of Baltimore. Note: Cost of supplies estimated at $50. Enroll early, class size is limited to 10. $170** (includes $40 in fees*)

- Wed 6:30pm-9pm, Jan 15-Mar 4
  XE-155 6396 #5688 Horowitz Arts Center 235
- Wed 6:30pm-9pm, Mar 25-May 27 (No class Apr 1 & 8)
  XE-155 6182 #5762 Horowitz Arts Center 235

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

- Sat 9am-11:30am, Feb 22
  XE-497 6004 #5790 HCC Main Campus
- Thu 6:30pm-9pm, Apr 16
  XE-497 6178 #6882 HCC Main Campus

Zentangle: Cartouches ★NEW!★
Using a cartouche as a frame, explore beautiful tangle compositions surrounding bezels to create elegant pieces of art. Prerequisite: Introduction to Zentangle or permission of instructor. You should bring a basic zentangle kit. $60** (includes $50 in fees*)

- Sat 9am-11:30am, May 9
  XE-134 6229 #7596 HCC Main Campus

Zentangle: Whimsical Houses ★NEW!★
Master the art of drawing whimsical houses in true zentangle® style. Create two scenes; one by day, the other by night, exploring composition and shading techniques. Prerequisite: Introduction to Zentangle or permission of instructor. You should bring a basic zentangle kit. $60** (includes $50 in fees*)

- Mon 6:30pm-9pm, Mar 23
  XE-112 6224 #7588 HCC Main Campus

Drawing Techniques: Soft Pastels
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. $120** (includes $50 in fees*)

- Tue 6:30pm-8:30pm, Jan 14-Feb 4
  XE-371 6219 #7581 Hickory Ridge

Henna Basics: The Art of Body Painting
Develop a foundational knowledge of the history, safe practices, tool preparation, and basic design elements of this temporary body art style. You will participate in hands-on practice in mixing henna paste and creating a basic design, discuss strategies for creating a new revenue stream, and gain resources for expanding your practice of henna. Instructor: Tarshia Thompson $55** (includes $50 in fees*)

- Sat 10am-12pm, Apr 18
  XE-012 6201 #5757 HCC Main Campus

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

- Wed 6:30pm-8:30pm, Apr 22-May 13
  XE-211 6181 #7897 Centennial High School

COURSE NOTES
* Fees not eligible for waiver.
** Neither XE courses nor their fees are eligible for waiver.
(S) = Supplies needed. Instructor will provide list at first class.
(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.
Foundations of Realistic Watercolor Painting
Jennifer Littleton, founder of the Littleton School of Art, international award-winning water-colorist, exhibitor with the American Watercolor Society and the National Watercolor Society and MICA graduate, will guide you through an intensive study of realistic watercolor. The first class is devoted to a detailed lecture, with examples, of the entire painting process from development to review. A supply list will be provided and discussed. In the following weeks, through discussion, demonstration and practice, you will learn to render a detailed line drawing, transfer it to watercolor paper, and practice flat washes with flat and round brushes. You will create one monochromatic painting. Materials list will be distributed at the first class. Enroll early, class size limited. Note: Cost of supplies estimated at $100. $170** (includes $40 in fees*)
• Tue 6:30pm-9pm, Jan 14-Mar 3
  XE-224 6401  #5691  Horowitz Arts Center 235
• Tue 6:30pm-9pm, Mar 24-May 26 (No class Mar 31 & Apr 7)
  XE-224 6186  #5765  Horowitz Arts Center 235

Acrylic Painting
Acrylics are a relatively new type of paint that have become incredibly popular among professional painters and students alike because of their versatility. By using different mediums and techniques, the possibilities are endless! This course will cover a variety of methods and styles to help you create paintings both realistic and abstract. Beginners will learn the basics of acrylic painting, including prepping the canvas, mixing colors, brush techniques, designing compositions, and depicting dimension. Intermediate and advanced painters will review these elements and receive individualized instruction based upon their particular skillset, with a focus on choosing subject matter and conveying meaning. All skill levels are welcome. Materials list distributed and discussed at the first class. Estimated independent purchase cost is $35. Bring pencil and notebook. Class size is limited. Register early. $185** (includes $50 in fees*)
• Thu 6:30pm-9:30pm, Feb 20-Mar 19
  XE-209 6036  #7138  HCC Main Campus

Glass Fusing: Pins, Pendants and Bracelets
Create beautiful, wearable works of art using fusible glass, dichroic glass, frit and mosaic pieces. Join Pat Stein, an experienced instructor in all things glass, to make jewelry for yourself and/or to give as a gift. Materials and supplies will be provided and the instructor will fire pieces and arrange for a pickup at Hickory Ridge. Class size limited, so register early. Absolutely no experience is needed. $90** (includes $65 in fees*)
• Sun 10am-1pm, Mar 29
  XE-252 6415  #5692  HCC Main Campus

Acrylics are a relatively new type of paint that have become incredibly popular among professional painters and students alike because of their versatility. By using different mediums and techniques, the possibilities are endless! This course will cover a variety of methods and styles to help you create paintings both realistic and abstract. Beginners will learn the basics of acrylic painting, including prepping the canvas, mixing colors, brush techniques, designing compositions, and depicting dimension. Intermediate and advanced painters will review these elements and receive individualized instruction based upon their particular skillset, with a focus on choosing subject matter and conveying meaning. All skill levels are welcome. Materials list distributed and discussed at the first class. Estimated independent purchase cost is $35. Bring pencil and notebook. Class size is limited. Register early. $185** (includes $50 in fees*)
• Thu 6:30pm-9:30pm, Feb 20-Mar 19
  XE-209 6036  #7138  HCC Main Campus

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• Sun 10am-1pm, Mar 29
  XE-252 6415  #5692  HCC Main Campus

Learning to Look: Understanding and Enjoying Art ★NEW!★
Cultivate your understanding and observational skills through hands-on activities, group discussion, and interactive presentations in order to expand your enjoyment of a variety of visual arts forms found throughout history. We will explore visual communication, the formal elements of art, and basic techniques used in creating art forms such as painting, sculpture, and photography. Join instructor Tamora Martin-Kowalski for this fun and engaging journey of the visual arts developed through your own eyes! $60** (includes $40 in fees*)
• Thu 7pm-9pm, Mar 19-Apr 2
  XE-113 6225  #7590  HCC Main Campus

Basic Sewing
Fashion designer, Venus Khosravani, will take you through sewing basics, from operating your sewing machine correctly, identifying different types of fabrics, selecting and reading a commercial pattern, to completing a pair of casual pants. No prior sewing experience needed. Just bring your portable sewing machine to learn a new skill and create something you can proudly wear. A materials list will be distributed and discussed at the first class. Estimated cost is $35. Bring pencil and notebook. Class size is limited. Register early. $185** (includes $50 in fees*)
• Tue 6pm-9pm, Jan 7-Feb 18
  XE-548 6416  #5713  HCC Main Campus

Intermediate Sewing
This course has been designed for those who have successfully completed the Basic Sewing course and are ready to take their sewing skills to the next level. You will continue to develop your sewing skills by making a dress as the project. You will learn to sew darts, facings, zippers, pockets, set-in sleeves to a bodice, and to practice different types of stitches and finishing techniques used in the fashion industry. The Basic Sewing course (XE-548) is a suggested prerequisite, unless you have prior basic sewing skills. You do NOT need to bring your portable sewing machine to the first class. A materials list will be distributed and discussed at the first class. Estimated independent purchase cost is $35. Class size is limited, so register early. Instructor: Venus Khosravani. $180** (includes $50 in fees*)
• Tue 6:30pm-9pm, Mar 31-May 26 (No class Apr 7)
  XE-223 6179  #6885  HCC Main Campus

Glass Fusing: Pins, Pendants and Bracelets
Create beautiful, wearable works of art using fusible glass, dichroic glass, frit and mosaic pieces. Join Pat Stein, an experienced instructor in all things glass, to make jewelry for yourself and/or to give as a gift. Materials and supplies will be provided and the instructor will fire pieces and arrange for a pickup at Hickory Ridge. Class size limited, so register early. Absolutely no experience is needed. $90** (includes $65 in fees*)
• Sun 10am-1pm, Mar 29
  XE-252 6415  #5692  HCC Main Campus

Basic Sewing
Fashion designer, Venus Khosravani, will take you through sewing basics, from operating your sewing machine correctly, identifying different types of fabrics, selecting and reading a commercial pattern, to completing a pair of casual pants. No prior sewing experience needed. Just bring your portable sewing machine to learn a new skill and create something you can proudly wear. A materials list will be distributed and discussed at the first class. Estimated cost is $35. Bring pencil and notebook. Class size is limited. Register early. $185** (includes $50 in fees*)
• Tue 6pm-9pm, Jan 7-Feb 18
  XE-548 6416  #5713  HCC Main Campus

Intermediate Sewing
This course has been designed for those who have successfully completed the Basic Sewing course and are ready to take their sewing skills to the next level. You will continue to develop your sewing skills by making a dress as the project. You will learn to sew darts, facings, zippers, pockets, set-in sleeves to a bodice, and to practice different types of stitches and finishing techniques used in the fashion industry. The Basic Sewing course (XE-548) is a suggested prerequisite, unless you have prior basic sewing skills. You do NOT need to bring your portable sewing machine to the first class. A materials list will be distributed and discussed at the first class. Estimated independent purchase cost is $35. Class size is limited, so register early. Instructor: Venus Khosravani. $180** (includes $50 in fees*)
• Tue 6:30pm-9pm, Mar 31-May 26 (No class Apr 7)
  XE-223 6179  #6885  HCC Main Campus
Pattern Making I
For would-be designers looking for the perfect fit, let designer Venus Khosravani teach you "Pattern Drafting," a system of pattern making that relies on the foundation of basic structures taken from a figure to create basic patterns. Basic patterns are developed without design features and are used as the base to create design patterns. You will learn how to take body measurements and to create a five-piece basic pattern set, consisting of front and back bodice and skirt, and a long sleeve, based on those measurements. No prior patternmaking experience required. For those with no prior sewing experience, taking the Basic Sewing course simultaneously is highly recommended. Bring paper, a pencil, and a measuring tape to the first class and wear close fitting attire for a more accurate measurement. Materials list will be distributed and discussed the first night of class. Estimated cost is $35. Class size is limited, so register early. $180** (includes $45 in fees*)
■ Wed 6pm-9pm, Jan 8-Feb 19
XE-446 6414 #5700 HCC Main Campus

Pattern Making II
Fashion designer Venus Khosravani will offer instruction in flat pattern making techniques, a system of pattern making that is dependent on previously developed patterns. Through classroom demonstrations, hands-on exercises, and projects, you will learn how to create design patterns for different clothing styles by manipulating basic patterns. Pattern Making I is a suggested prerequisite unless you have had experience working and sewing with commercial patterns. Bring your pattern making tools and papers from the Pattern Making I class to the first night of class. A supply list will also be distributed and discussed. Estimated independent purchase cost is $35. Class size is limited, so register early. $180** (includes $45 in fees*)
■ Wed 6:30pm-9:30pm, Apr 1-May 27 (No class Apr 8)
XE-482 6180 #6886 HCC Main Campus

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. $110** (includes $40 in fees*)
■ Sat 9:30am-2:30pm, Mar 28-Apr 4
XE-448 6166 #5785 HCC Main Campus

Travel Photography  ★NEW!★
See the world like a photographer, and create inspiring photographs like those seen in the pages of your favorite travel magazine. Discover the many types of travel photography—landscape, nature, portrait, and documentary. Explore a variety of techniques and accessories that will help you create more rewarding travel photographs on trips and vacations. $100** (includes $40 in fees*)
■ Sat 9:30am-12pm, Feb 22-Mar 7
XE-128 6226 #7591 HCC Main Campus

Dancing
Club Salsa/Merengue
Learn some of the hottest Latin dances today, dancing to rhythmic salsa and merengue music. These fast-paced dance styles are great exercise and a lot of fun in social settings! Raymond Clifton, an experienced instructor has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. No partner necessary. $75** (includes $40 in fees*)
■ Wed 7:30pm-8:30pm, Apr 15-May 20
XE-483 6210 #5789 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, Apr 15-May 20
XE-537 6196 #5795 Howard County Historical Society Museum

East 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, Jan 27-Mar 2
XE-459 6209 #7216 Howard County Historical Society Museum

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, Apr 13-May 18
XE-458 6192 #7069 Howard County Historical Society Museum

Social Dancing: Waltz and Tango
Learn these basic dance steps and have fun at the same time. Singles and couples alike enjoy dancing to some very familiar and popular music. Raymond Clifton, an experienced instructor, has taught all levels of dance, from the beginner to the advanced student, for nearly 30 years. Please do not wear rubber soled shoes. No partner necessary. $75** (includes $40 in fees*)
■ Wed 6:30pm-7:30pm, Jan 29-Mar 4
XE-552 6039 #7165 Howard County Historical Society Museum
Personal Enrichment

Club Salsa/Samba
Have fun learning some of the hottest Latin dances today, dancing to rhythmic Salsa and Samba music. Instructor Raymond Clifton has taught all levels of dance—from the beginner to the advanced student—for nearly 30 years. Please do not wear rubber soled shoes. No partner necessary. $75** (includes $40 in fees*)

- **Wed 7:30pm-8:30pm, Jan 29-Mar 4**
  - XE-626 6418  #5726
  - Howard County Historical Society Museum

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

- **Wed 7pm-8:15pm, Jan 29-Mar 4**
  - XE-348 6037  #7162
  - HCC Main Campus
- **Wed 7pm-8:15pm, Apr 15-May 20**
  - XE-348 6189  #5777
  - HCC Main Campus

Music
Chorus (Major Ensemble)
Join this vocal ensemble which performs traditional and contemporary choral literature. Also available as a one-credit course (MUSP-131). $61** (includes $40 in fees*)

- **Tue 6:30pm-8:20pm, Jan 29-May 19**
  - XE-531 6207  #5794
  - Horowitz Arts Center 140
  (You are required to audition before registering. Email Dr. Wei-Der Huang, WHuang@howardcc.edu to arrange audition.)

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

- **Wed 6pm-9pm, Mar 18-Mar 25**
  - XE-344 6003  #5775
  - Gateway Campus
- **Thu 6pm-9pm, Mar 26-Apr 2**
  - XE-344 6223  #5776
  - Gateway Campus

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

- **Sat 10am-12pm, Mar 21**
  - XE-604 6475  #5719
  - HCC Main Campus
- **Fri 10am-12pm, May 15**
  - XE-604 6198  #5800
  - HCC Main Campus

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

- **Fri 10am-12pm, Feb 21**
  - XE-277 6203  #5770
  - HCC Main Campus

Wealth Without Wall Street ★ NEW!★
Join instructor Andy Paladino, CPA and financial advisor, for this new look at investment and wealth management without Wall Street. Learn how to save and grow your investments more efficiently, minimize income taxes, understand the power of uninterrupted compounding, and operate more like a bank. Think creatively about your financial strategy with the mindset, “What would the Rockefellers do?” $54** (includes $45 in fees*)

- **Tue 7pm-9pm, May 19**
  - XE-135 6218  #7555
  - HCC Main Campus

Investment Financial Literacy ★ NEW!★
Start with the basics: What, how, and why should you invest? This course will explain how investing works with stocks, bonds, mutual funds, 401(k)s, and annuities. De-mystify the process and learn how to assess risk and make wise financial choices for your investments with experienced financial professional, Alan Myers. Walk away from the course with tools and resources to start your investment journey with confidence! Instructor: Alan Myers. $69** (includes $40 in fees*)

- **Sat 10am-12pm, Jan 18-Feb 1**
  - XE-536 6233  #7899
  - HCC Main Campus

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

- **Mon 7pm-9pm, May 4-May 18**
  - XE-469 6211  #5788
  - HCC Main Campus
History & Culture

The Greek Myths
The Greek myths provide intriguing insight into human nature while providing clues into the origins and significance of the ancient Greeks’ own culture and ritual practices. In this course, you will explore the fascinating stories of the Greek myths—stories that explain the creation of the world and the lives of the gods, goddesses, heroes and heroines. Starting with the birth of the world, through bloody wars like Troy and Thebes, heroic acts of Hercules and childish pranks by Hermes, and touching stories of motherly love in Demeter and Persephone—the scope of the Greek myths will astound and delight you. Instructor: Bill McGowan.
$85 (includes $40 in fees*)

- Tue 7pm-9pm, Feb 4-Feb 25
  XI-414 6221   #7584
  HCC Main Campus

Tea Traditions Around the World ★ NEW! ★
Tea is the second most consumed drink in the world and considered the best beverage for health. Drinking tea dates back millennia, and the Chinese first began drinking it around 2000 BC. Tea isn’t just a drink, and across the world, millions of people enjoy the drink for many different reasons: relaxation, spirituality, friendship, tradition and pleasure. For many cultures in the world, tea is a way of life. This session will deepen your understanding of the history and culture behind each cup, and provide you opportunities to taste different types of tea around the world. From the afternoon tea in England, mint tea in Morocco, green tea in China, to chat tea in India, yerba mate in Argentina, matcha tea in Japan and many others, the taste of tea can provide you a feeling of warmth, then a calm state of mind. $60** (includes $50 in fees*)

- Sat 1pm-3pm, Feb 8
  XE-129 6215   #7546
  HCC Main Campus

Nefertari and the Valley of the Queens
Explore the tomb of Queen Nefertari in the famous Valley of the Queens. Queen Nefertari was the first of the Great Royal Wives and great favorite of Ramsesses II, one of the most powerful kings to rule Egypt. The tomb of Nefertari is one of the most beautifully painted tombs in all of Egypt and is often referred to as the Sistine Chapel of Egypt. You will explore this tomb in detail, accompanying Queen Nefertari on her transition to the next life and the trials she endured on her spiritual journey. You will also explore other tombs in the Valley of the Queens to highlight the power of the Egyptians’ belief in the afterlife and their unparalleled imagination and artistry as expressed in the tomb paintings. Instructor: Bill McGowan.
$59 (includes $40 in fees*)

- Tue 7pm-9pm, Apr 21-Apr 28
  XI-399 6208   #7113
  HCC Main Campus

DNA: Tools and Techniques ★ NEW! ★
Many people have taken DNA tests but are confused about what to do with their results. This course will provide subsequent procedures to analyze test results, identify relationships of matches, and resolve genetic genealogy questions. The use of test company and third-party tools will be explained. This course is designed for students who have taken DNA: Trace Your Family History or have similar experience. Instructor: Andrew Hochreiter.
$110** (includes $40 in fees*)

- Mon 7pm-9pm, Apr 20-May 18
  XE-113 6212   #7221
  HCC Main Campus

The Rosetta Stone
The Rosetta Stone is one of the most famous archaeological artifacts in the world. In this course, you will explore the fascinating history of this amazing treasure, first uncovered by French Napoleonic troops in Egypt in 1799, and the race between the French and the British to decipher the mysterious language of the ancient Egyptians. The stone’s true significance lies in the tripartite inscription incised on the stone, each written in a different script—Egyptian hieroglyphics, Egyptian Demotic, and Ancient Greek, which would prove to be the key to solving the puzzle of deciphering ancient Egyptian hieroglyphics. Instructor Bill McGowan holds an M.A. degree in Latin and Greek from Fordham University in New York City. $59 (includes $40 in fees*)

- Tue 7pm-9pm, May 12-May 19
  XI-356 6206   #7112
  Hickory Ridge
Personal Enrichment

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

Sat 10am-12pm, Apr 18-May 9
XE-506 6195   #5792
Gateway Campus

Cooking

Here’s to Your Health! ★ NEW! ★
Explore healthy cooking techniques for meals packed with nutrients for special dietary needs from gluten and dairy free to vegan and common food allergens. This class will bring new food styles to life, bursting with flavor and beautiful presentation. Our Culinary faculty will guide you through the creation of incredibly tasty dishes for the pickiest of palates! $95** (includes $40 in fees*)

Sat 10am-2pm, Apr 18
XE-712 6015   #5732
HCC Main Campus

Perfecting Pasta ★ NEW! ★
Fresh pasta is not only delicious but incredibly easy to make yourself—much easier than you may think. Our Culinary faculty will guide you step by step through the creation of a perfect artisan dough, which is the base for endless variations and shapes. We’ll provide complementary sauces to pair with your handcrafted pasta. Discover your passion for pasta by learning the techniques for professional scratch cooking! $89** (includes $40 in fees*)

Wed 6pm-9:30pm, Feb 12
XE-709 6005   #7836
Academic Commons 010

Understanding Yeast Breads ★ NEW! ★
Calling all novice bread makers! In this class, you will learn how to make a simple lean yeast dough roll and loaf of bread from a skilled professional pastry chef. The chef will take you through the 12 steps of yeast dough production. After this workshop, you will easily be able to recreate these breads at home. $95** (includes $40 in fees*)

Sat 10am-2pm, Apr 25
XE-711 6014   #7838
Academic Commons 042

Delicious French Macarons Demystified ★ NEW! ★
In this workshop, a skilled professional pastry chef will teach you how to make a delicious meringue-based French Macaron confection in a professional kitchen. You will also learn how to make a variety of fillings for this sandwich-like cookie. Impress your friends and family with your new skill! $95** (includes $40 in fees*)

Sat 10am-2pm, Feb 15
XE-710 6006   #7838
Academic Commons 042

Home & Garden

Container Gardening
The art of container gardening is full of possibilities from ornamental to edible, or even a mix of the two. Let Christian Melendez instruct you on the best practices and combinations to realize your vision for your space. Study floral arrangements, vegetable and fruit growing plants and spend some time examining and discussing container types, especially those that are self-watering, solving every gardener’s dilemma. $50** (includes $40 in fees*)

Sat 1:30pm-3:30pm, Feb 22
XE-343 6300   #7589
HCC Main Campus

From Seeds to Blooms
As the winter drags on, thoughts of spring take root. Join Christian Melendez and learn how to start and propagate your own seedlings. By adapting the basic elements that greenhouse growers use, gardeners in this class use creativity in their space to get a head start on the growing season by starting their own seedlings and propagating existing plants...all on a budget. Other benefits to starting your own seedlings include ensuring higher quality and timing your plants so they are ready to go for planting. $50** (includes $40 in fees*)

Sat 1:30pm-3:30pm, Apr 18
XE-572 6197   #5717
HCC Main Campus

Ms. Fix-It: Secrets of Home Repair
Do you feel helpless when confronted with a home repair? This limited hands-on class teaches you how to fix common household problems easily and safely. Enjoy the savings and satisfaction of learning tips, tools, and skills for simple jobs around the house. Topics include power tools, carpentry, plumbing, and electricity. Instructor: Patrick Boyer. $120** (includes $40 in fees*)

Sun 1:30pm-4pm, Feb 16-Mar 8
XE-815 6230   #5732
HCC Main Campus
Environmental Learning

Environmental Learning and Leadership Institute

Are you concerned about what’s happening with our environment and want to know what can be done about it? The Legacy Leadership Environmental Institute is an educational program that provides you with briefings from experts at NASA, NOAA, University of Maryland and other agencies. Representatives explain global climate change, sustainability, earth systems science, and best practices on leaving an environmental legacy. This course also covers regional ecology, local government’s eco-efforts, personal non-positional leadership training, and an introduction to local nature and environmental organizations’ volunteer possibilities. Visits: Feb. 13 and 20 at NASA’s Goddard Space Flight Center (transportation by carpool). Limited enrollment. Class for ages 18 and above. $125** (includes $40 in fees*)

- Thu 8:45am-4pm, Feb 6-Mar 26
  - XE-516 6550  #5707  Belmont Conference Center

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. $110** (includes $45 in fees*)

- Mon 7pm-8pm, Jan 13-Mar 23 (No class Jan 20)
  - XE-379 6034  #7156  Athletic & Fitness Center
- Tue 7pm-8pm, Apr 14-Jun 16
  - XE-379 6175  #6872  Athletic & Fitness Center

Advanced Beginning Swim

This class provides a link between Beginning Swimming and Improving Stroke Techniques and Endurance. You will review beginner’s skills; receive instruction in breaststroke, sidestroke, backstroke, and front crawl/freestyle; review lifesaving basics; and improve your endurance. To enroll, you must be able to swim the length of the pool (25 yards) using a front crawl stroke in good form with rhythmic breathing. Sign up now to build your confidence to move on to the next level! $139** (includes $45 in fees*)

- Wed 7pm-8:30pm, Jan 15-Mar 18
  - XE-736 6231  #5729  Athletic & Fitness Center
- Wed 7pm-8:30pm, Apr 15-Jun 17
  - XE-736 6232  #7898  Athletic & Fitness Center

Improving Stroke Techniques & Endurance

To enroll, you must be able to swim the length of the pool (25 yards) using the front crawl stroke with rhythmic breathing. Stroke analysis is provided and you will learn to increase your endurance and improve your technique. Bring a towel and combination lock to class. Instructor: Meredith Nichols. $110** (includes $45 in fees*)

- Mon 8pm-9pm, Jan 13-Mar 23 (No class Jan 20)
  - XE-896 6560  #5734  Athletic & Fitness Center
- Tue 8pm-9pm, Apr 14-Jun 16
  - XE-896 6176  #5810  Athletic & Fitness Center

Water Aerobics

Enjoy vigorous water exercise to tone your body. This class provides cardio and strength training including exercises for your abs. Water-appropriate weights will be used. Please register early due to limited space. $110** (includes $45 in fees*)

- Wed 6pm-7pm, Jan 15-Mar 18
  - XE-625 6562  #5725  Athletic & Fitness Center
- Wed 6pm-7pm, Apr 15-Jun 17
  - XE-625 6171  #5804  Athletic & Fitness Center

Water Jogging

Water Jogging is a non-impact, aerobic, deep-water aquatic exercise course for all adults 16 and older. Water jogging is a total body workout, strengthening muscles especially in the back, legs, and arms. You should be comfortable in deep water in order to take this class. $110** (includes $45 in fees*)

- Mon 6pm-7pm, Jan 13-Mar 23 (No class Jan 20)
  - XE-610 6575  #5723  Athletic & Fitness Center
- Thu 6:30pm-7:30pm, Jan 16-Mar 26 (No class Mar 5)
  - XE-610 6572  #5721  Athletic & Fitness Center
- Fri 5:30pm-6:30pm, Jan 17-Mar 27 (No class Mar 6)
  - XE-610 6574  #5722  Athletic & Fitness Center
- Tue 6pm-7pm, Apr 14-Jun 16
  - XE-610 6174  #5803  Athletic & Fitness Center
- Thu 6:30pm-7:30pm, Apr 16-Jun 18
  - XE-610 6172  #5801  Athletic & Fitness Center
- Fri 5:30pm-6:30pm, Apr 17-Jun 19
  - XE-610 6173  #5802  Athletic & Fitness Center

Wellness: Body, Mind & Spirit

Half Day Silent Meditation Retreat

Take a break from the turmoil of daily life. Join a group of like-minded people for a half day of silent retreat. At the beginning of the class, the instructor will provide guidance to help you settle into silence. As the session continues, there will be less guidance as you learn to explore on your own. There will be alternate periods of seated and walking meditation. Both beginning and experienced mindfulness practitioners are welcome. Instructor Jerry Hartman is a graduate of the certificate program at the Meditation Teacher Training Institute, Washington, D.C. $60** (includes $40 in fees*)

- Sat 10am-2pm, Feb 8
  - XE-475 6341  #5705  HCC Main Campus

Introduction to Mindfulness Meditation

Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening in the moment, whether positive, negative, or neutral, not what they want to happen or what think they should be happening. Recognizing that unconscious thoughts, feelings, and behaviors can undermine emotional, physical, and spiritual health, you will learn techniques to reduce stress and stress-related disorders. The class will consist of a presentation, opportunity to participate in guided meditation, and time for discussion, questions, and answers. Instructor Jerry Hartman is a graduate of the certificate program of the Meditation Teacher Training Institute, Washington, D.C. $89** (includes $40 in fees*)

- Mon 7pm-9pm, Apr 13-Apr 27
  - XE-112 J6185  #5760  Laurel College Center
The Four Foundations of Mindfulness
Mindfulness rests upon four foundations: the body, the mind, feelings, and thoughts. Mastering the four foundations is the best way to establish and sustain a meditation practice. Join us as we explore each of the foundations in turn, with short talks, guided meditations and group discussions designed to increase your understanding of this way to practice meditation. No meditation experience is needed to participate in this workshop. $89** (includes $40 in fees*)
- Mon 7pm-9pm, May 4-May 18

Meditation and Yoga As a Path to Presence ★NEW!★
What if I lived my life fully present—to the falling of the snow, the laughter of a child, the taste of sugar snap peas fresh from the garden, the call of the wild geese returning, the fragrance of lilacs, and my own inner-most thoughts and feelings? I would not miss the exquisite richness of this life. I would be full, fulfilled, at peace. Yoga and meditation provide a path to this state of presence. Please bring a yoga mat and blanket. Instructor: Helen Heffer. $160** (includes $40 in fees*)
- Thu 7pm-9pm, Apr 2-Jun 11 (No class on Apr 9)

Yoga Unpacked!
This course is designed for both novice and experienced yoga students seeking to understand the fundamentals and experience the benefits of a personal yoga practice. Yoga pose fundamentals will be explored including synchronizing breath with movement, optimal alignment, core strengthening, flexibility and balance, and students will create a personalized yoga sequence for regular home practice. Poses will be adapted for individual abilities. Please wear loose, comfortable clothing and bring a yoga mat or blanket. Instructor: Maura Conley. $119** (includes $40 in fees*)
- Sun 1:30pm-3pm, Jan 26-Mar 22
- Sun 1:30pm-3pm, Apr 5-Jun 14 **$130
  (No class Apr 12, May 10 & 24)

Nia the Technique: Fusion Fitness
Nia combines dance, martial arts, and mindfulness, based on the intelligent design of the body. Nia fusion fitness leaves you energized, mentally clear, and emotionally balanced - body, mind, motion, and spirit. It is a holistic fitness practice for any fitness level and age. You can discover, explore, unleash, and enhance your individual potential by engaging your senses and listening to your body. Come experience the Nia wave - let its music, movement, and magic engulf you. Wear comfortable clothing and bring soft-soled slippers if you choose not to go barefoot. Nia First Degree Black Belt instructor: Claudia Salomon. $89** (includes $40 in fees*)
- Sat 9:30am-10:30am, Jan 18-Mar 21

Gentle Yoga and Meditation
This course is designed for those of us who want to build a strong and trusting relationship with our bodies and our minds, in all the ways they show up. Gentle Yoga stretches, strengthens and balances the body. Meditation focuses, calms and enhances the mind. From this place, we can experience the fullness of life. Instructor: Helen Heffer. $160** (includes $40 in fees*)
- Sat 10:30am-12:30pm, Jan 18-Mar 21

Gentle Yoga
Gentle Yoga is designed for those of us who feel we are too stiff, too out of shape, not the right shape or too old to start something new. Through creativity and compassion, you will learn to work with the body, not against it. Our bodies need to stretch and strengthen to find balance and ease, feel energized and relaxed, to be trusted and appreciated. Join in this exploration of new possibilities. Bring a blanket or yoga mat to class. Instructor: Helen Heffer. $160** (includes $40 in fees*)
- Sat 10:30am-12:30pm, Apr 4-Jun 20
  (No class Apr 11 & May 23)

Yoga and Spring Awakening ★NEW!★
In yoga, the chakras are the seven major energy centers that parallel the spine. We will use the chakras as a map of human evolution, from survival consciousness to unity consciousness. Through classic yoga phases, breathing techniques, meditation, and discussion, we will explore how we and the human species are evolving toward our full potential. As we all experience challenges in relation to ourselves, our fellow human beings, and our planet, we are inspired to engage life from an ever-deepening and more conscious place. Please wear comfortable clothing and bring a mat or towel to class. Instructor: Helen Heffer. $160** (includes $40 in fees*)
- Sat 8:30am-10:30am, Jan 18-Mar 21

Yoga and Its Seven Spiritual Laws ★NEW!★
Our explorations will be structured around the seven spiritual laws of yoga: Pure Potentiality; Giving and Receiving; Karma; Least Effort; Intention; Non-attachment; and Dharma or Life Purpose. These topics will spark our discussions and actions, guiding us to lead more conscious and fulfilled lives. The classic yoga poses, meditation, and relaxation will help us deepen our study. Please bring a yoga mat and blanket. $160** (includes $40 in fees*)
- Thu 7pm-9pm, Jan 16-Mar 19

Yoga Unpacked!
This course is designed for both novice and experienced yoga students seeking to understand the fundamentals and experience the benefits of a personal yoga practice. Yoga pose fundamentals will be explored including synchronizing breath with movement, optimal alignment, core strengthening, flexibility and balance, and students will create a personalized yoga sequence for regular home practice. Poses will be adapted for individual abilities. Please wear loose, comfortable clothing and bring a yoga mat or blanket. Instructor: Maura Conley. $119** (includes $40 in fees*)
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- Sat 10:30am-12:30pm, Apr 4-Jun 20
  (No class Apr 11 & May 23)

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- Thu 7pm-9pm, Jan 16-Mar 19

72 ★ Winter / Spring 2020
443-518-1700 ★ howardcc.edu/ConEd
Movement for Self-Healing ★NEW!★
Join nia first degree black belt instructor Claudia Salomon for this movement-based wellness workshop. You will be guided through the nia dancers routine, with mindful movement, floor guidance, and somatic education focused on the energy centers (chakras). The workshop will also include journaling, drawing, and interactive exercises. You may bring optional materials: knee pads or floor mat. $50** (includes $40 in fees*)

- Sun 12pm-4pm, Feb 16
  XE-127 6214 #7223 Horowitz Arts Center

The Heart & Eight Extra Meridians ★NEW!★
The Heart and Eight Extra Meridians is a powerful t'ai chi/qigong style, especially effective in dealing with birth trauma and early childhood developmental challenges. With regular practice, this style addresses many of the deep causes of today's chronic stress and other symptoms originating in the earliest stages of fetal development. The genuine state of balance and vitality generated through practicing this form leaves students with a profound sense of well-being at the end of each class. $110** (includes $40 in fees*)

- Fri 5:30pm-6:30pm, Jan 17-Mar 20
  XE-131 6217 #7553 Health Sciences Building
- Fri 5:30pm-6:30pm, Apr 3-Jun 12 (No class Apr 10)
  XE-131 6216 #7552 Health Sciences Building

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. $110** (includes $40 in fees*)

- Sat 9am-10am, Jan 18-Mar 21
  XE-435 6000 #5780 Horowitz Arts Center
- Sat 9am-10am, Apr 4-Jun 20 (No class Apr 11 & May 23)
  XE-435 6190 #7059 Horowitz Arts Center

Personal Coaching Workshop ★NEW!★
Explore the world of personal coaching with certified Career Transition Coach and Goal Attainment Coach Bill Woodcock in this informative workshop. In a friendly group setting, learn how to identify your personal goals, and select one to focus on during the course. At the end of the day, walk away with tips, tools and strategies to work toward achieving your goal. $75** (includes $40 in fees*)

- Sat 9am-1pm, Mar 21
  XE-137 6001 #7595 HCC Main Campus

Cannabis Basics: What You Need to Know About Medical Marijuana in Maryland ★NEW!★
This course will give you a brief introduction to Maryland's budding cannabis industry. Learn about the use of cannabis as medicine, different delivery methods, proper dosing, safety issues and more. We will provide you with resources on how to become a medical patient and cover the most popular legal topics regarding traveling with your medicine and what to do when confronted by law enforcement. Learn about cannabis in a safe space from experienced Maryland industry experts. $59** (fee based, no waivers)

- Fri 9am-12pm, Mar 27
  XE-715 8273 #8016 Gateway Campus Room 3
- Wed 6:30 pm-9:30 pm, Apr 29
  XE-715 8366 #0287 Gateway Campus
- Tue 9 am-12 pm, May 19
  XE-715 8367 #0288 Gateway Campus
Midday Master Classes

Introducing…
Midday Master Class

Join us for this exciting new series of Master Classes, presented by subject matter experts in a comfortable, interactive setting! Light refreshments will be provided, and participants are encouraged to bring a bag lunch to enjoy during the discussion.

Rebels in the Land ★NEW!★
Analyze the causes, major events, and impact of three colonial rebellions in Virginia and Pennsylvania prior to the American Revolution: Bacon’s Rebellion (1676-1677), the Paxton Boys (1764), and the Black Boys Rebellion (1765).


Class code: XE-511-6651 #7230

Worlds Apart: Finding Hidden Planets in the Stars ★NEW!★
Discover the wonders of the night sky through experiments, computer simulations, and interactive lecture. Find out how planets and stars form, how to spot constellations, and how HCC students are helping to find planets orbiting distant stars.

Presenter: Brendan Diamond, Ph.D., HCC associate professor of Astronomy and Physics

Class code: XE-512-6652 #7507

Aegean Odyssey ★NEW!★
Explore the archaeological wonders of the Greek islands known as the Cyclades. We will be examining such famous islands as Santorini, Mykonos, Paros and Delos among other islands of great historical interest. These islands and the sea routes that linked them were of critical importance to the Ancient Greeks.

Presenter: Bill McGowan, M.A., Latin and Greek Languages and Culture

Class code: XE-527-6653 #7547

Edo to Van Gogh: Japanese Art and its Influence on Modern Masters ★NEW!★
Did you know that Impressionism and other modern art movements, although groundbreaking and impressively original in their own right, owe their inspiration to Japanese Art? Examine some of the most popular artists of early modernism and how Japanese wood block prints in particular formed their much-admired styles.

Presenter: Tamora Martin-Kowalski, M.A., HCC adjunct professor, Division of Arts and Humanities

Class code: XE-528-6667 #7636

Midday Master Classes meet on Fridays from 10am-1pm.
Individual course cost: $25 per Master Class
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.

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.

History and Culture

The Hittites ★ NEW! ★
The Hittites were one of the most prominent cultures to have inhabited the ancient Near East during the second millennium B.C. and are mentioned more than fifty times in the Bible. They ruled over a vast area, covering most of modern Turkey as well as parts of northwest Syria. In this course, you will be exploring the fascinating history of the Hittites. You will examine their royal capital at Hattusa, which is located on the central Anatolian plateau and has yielded thousands of clay tablets written in cuneiform script detailing their interactions with Egypt, Assyria and Babylonia. You will discuss in detail the famous battle of Kadesh fought between the Hittites and the Egyptians under Ramesses II in 1274, which resulted in the oldest known written peace treaty; a replica of which is displayed in the entrance to the United Nations Security Council. Instructor: Bill McGowan. $25 (fee based, no waivers)

★ Tue 10am-12pm, Apr 21-Apr 28
XI-423 6640   #7554 Ellicott City 50+ Fitness Ctr

Classical Sicily ★ NEW! ★
Sicily’s abundant fertility, celebrated in the local cults of Demeter and Persephone, and its position as the largest island in the Mediterranean, has for hundreds of years drawn the attention of Phoenicians and Ancient Greeks and Romans. In this course, you will be discussing the fascinating history of Sicily in the Greco-Roman period while exploring the famous Greek temple complexes of Agrigento, Selinunte and Segesta. The well-preserved archaeological ruins of Sicily are on display at Agrigento at the UNESCO World Heritage Site of the Valley of the Temples. You will explore Taormina, famed for its Greek theatre and commanding position on a distant spur of Mount Etna, as well as Syracuse, one of the great city-states of antiquity. Instructor: Bill McGowan. $25 (fee based, no waivers)

★ Wed 10am-12pm, May 13-May 20
XI-424 6641   #7556 Ellicott City 50+ Fitness Ctr

What Do I Pay?

60+ TUITION DISCOUNTS
Maryland residents age 60+ receive a tuition waiver for many classes. Fees are not included. All classes will have a total course price listed, with the included fees listed beside it in parentheses. Courses that are not eligible for tuition waiver will be noted with either ** or the statement that there are no waivers. All course numbers that start with an XE are not eligible for tuition waivers. Unless otherwise noted, students age 60+ pay only the fees in parentheses. You must be 60 when you register for the class in order to receive the discount.

For Example:
- $40 (includes $20 in fees) Age 60+ pay $20, under 60 pay $40
- $64 (includes $45 in fees) Age 60+ pay $45, under 60 pay $64
- $11** (fee based, no waivers) All ages pay the same

SAVE THE DATE
for SASI 2020
Monday-Thursday, June 1-4
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.

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

Space is limited; register early.
9:30am-3:00pm, June 1-4
Duncan Hall, Kittleman Room.

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.
A New Look At the Stories of Genesis ★NEW★
The stories within the book of Genesis are some of the most well known in world literature. Adam and Eve, Noah and the flood, and Joseph and his coat of many colors are part of popular culture in addition to being parts of the sacred scriptures of two vibrant religions. And yet, the origin of these stories and the book that includes them is not as well known. The emphasis of this course will be on the familiar (and less familiar) stories presented as literature, in the context of the book of Genesis and what we know about its development and composition. Topics such as the evolving portraits of God and women will also be considered. Additionally, the course will discuss two modern works that depend on the stories in Genesis: R. Cumb's The Book of Genesis and Anita Diamant's The Red Tent (both books are optional reading). Students may use any translation of the Bible, but should read the following assignments: Class 1: Ch. 1-4, 6-9, 11-13, and 24-34 (feel free to skip over the “begats.”) Class 2: Ch 37–50. Instructor Jean Sonntag. $31** (fee based, no waivers)

- Wed 10am-12:30pm, Apr 22-Apr 29
  Xi-419 6628   #6695 Hickory Ridge

Fiction in the Judeo-Christian Tradition ★NEW★
From The Scarlet Letter to Brideshead Revisited and Ulysses to the novels Marilynne Robinson currently writes, religion has served as a powerful theme in some of our best fiction. How do different novelists treat the life of a character who takes religion seriously? Fictional protagonists often waver in their religious commitment. What effect does this have on their conscience, their awareness of sin, and the life they choose to lead? Ministers, rabbis, and priests—not to mention ordinary souls—can make for wonderfully conflicted characters. In this course, every two weeks you will read and discuss a classic religion-themed novel published between the mid-20th century and the present. The novels are: The Heart of the Matter by Graham Greene, The Assistant by Bernard Malamud, A Month of Sundays by John Updike, Kaaterskill Falls by Allegra Goodman and Home by Marilynne Robinson. Instructor: George Clack. $89 (includes $49 in fees*)

- Thu 1pm-3pm, Apr 16-Jun 11
  (No class Apr 23, May 7, May 21 & June 4)
  Xi-417 6624   #6684 Glenwood Community Center
- Fri 1pm-3pm, Apr 17-Jun 12
  (No class Apr 24, May 8, May 22 & June 5)
  Xi-417 6625   #6691 Health Sciences Building
- Thu 1pm-3pm, Apr 23-Jun 18
  (No class Apr 30, May 14, May 28 & June 11)
  Xi-417 6625   #6688 Glenwood Community Center

George Washington's Crossings, 1776-1777 ★NEW★
In this course, you will study George Washington's military campaigns against the British in the early stages of the American Revolution. Examine the crossing of the Delaware River, and follow him to his conflicts in New Jersey. Analyze and discuss whether this campaign—and not Saratoga—was the real turning point in the American Revolution. Major topics also include: The Continental Army, British, and Hessian military forces; the British commanders, the Howe brothers; and the first and second battles of Trenton, including the crossings of the Delaware River. Instructor: Roger Swartz, nationally acclaimed author and historian.

- Wed 9:45am-11:45am, Mar 4-Apr 1 (No class March 18)
  Xi-426 6642   #7559 Glenwood Community Center

The Crisis of Government, 1782-1787
Identify the major motives behind the Constitutional Convention in Philadelphia in 1787, which culminated in the U.S. Constitution. Join nationally acclaimed author and historian Roger Swartz in analyzing our “first government:” The Articles of Confederation; the financial crisis during and after the Revolutionary War; the impact of Shays’ Rebellion on the country; and the primary characteristics of the Annapolis Convention. Instructor: Roger Swartz. $64 (includes $49 in fees*)

- Wed 1pm-3pm, Mar 4-Apr 1 (No class Mar 18)
  Xi-426 6643   #7561 Glenwood Community Center

U.S. History Through the Decades Part I: 1800-1804
Examine American history, society and culture during the 19th century from 1800 to 1804. Explore the United States’ emergence as a new and growing republic under the presidency of Thomas Jefferson. Part I will cover the years 1800 to 1804. Instructor: Patrick Heline $64 (includes $49 in fees*)

- Sun 2pm-4pm, Jan 26-Feb 23
  Xi-421 6635   #7562 Health Sciences Building

History of the U.S. Presidency Part I
Join instructor Patrick Heline for a fascinating journey through U.S. history by reviewing the policies, programs and legacies of our U.S. presidents. This is the first in a series of courses and will focus on the country’s Founding Fathers, from George Washington to James Madison. You will examine the leadership abilities of each president and determine how their actions changed the course of American history. $64 (includes $49 in fees*)

- Sun 11:30am-1:30pm, Jan 26-Feb 23
  Xi-361 6634   #7863 Health Sciences Building

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

- Sun 11:30am-1:30pm, Mar 1-Mar 29
  Xi-429 6636   #7865 Health Sciences Building
**History of the U.S. Presidency Part III ★ NEW!★**
Join instructor Patrick Heline for a fascinating journey through U.S. history by reviewing the policies, programs and legacies of our U.S. presidents. This is the third in a series of courses and will focus on the country’s presidents, from John Tyler to James Buchanan. You will examine the leadership abilities of each president and determine how their actions changed the course of American history. $64 (includes $49 in fees*)

- **Sun 11:30am-1:30pm, Apr 19-May 31**  
  (No class May 10 & May 24)  
  XI-428 6638  #7864  
  Health Sciences Building

**History of Presidential Assassinations and Civil War ★ NEW!★**
This course will cover the historical events and social impact of the assassinations of Presidents Lincoln, Garfield, McKinley and Kennedy. You will evaluate the social and historical impact of each and examine conspiracy theories associated with each event. Instructor: Patrick Heline. $64 (includes $49 in fees*)

- **Sun 2pm-4pm, Apr 19-May 31**  
  (No class May 10 & 24)  
  XI-427 6639  #7566  
  Health Sciences Building

**The Magic of the Beatles**
The Beatles are arguably the most influential musical group in the history of popular music. As musicians, practically every one of their albums broke new ground. Join Amy Andrews as she shares her knowledge of and passion for the original “boy band.” Discover—or rediscover—their journey to musical stardom and beyond. Travel with us through the Early Years, Beatlemania, Psychedelic Years and the Studio Years, and explore how John, Paul, George and Ringo made such a lasting impact in the rock ‘n roll world and on their fans. $45** (includes $40 in fees*)

- **Thu 10am-12pm, Jan 23-Feb 13**  
  XI-293 6631  #6717  
  North Laurel Community Center

**Best American Short Stories Part III ★ NEW!★**
There have been many clever definitions of the short story over the years. One of the best comes from Lorrie Moore, a writer particularly known for her short stories: “A short story is a love affair; a novel is a marriage.” Each year, the editors of the more than 200 American literary magazines that publish short stories send their top stories to compete for a spot in the Best American Short Story anthology. This year’s guest editor is Anthony Doerr, the author of the Pulitzer-winning novel, *All the Light You Cannot See*. This course will meet every other week for six sessions and students will read and discuss two stories for each meeting, a total of 12. For the first class, students in all sections should read *Our Day of Grace* by Jim Shepard and *Wrong Object* by Mona Simpson. Instructor: George Clack. $89 (includes $45 in fees*)

- **Thu 1pm-3pm, Jan 9-Mar 19**  
  (No class Jan 16 & 30, Feb 13 & 27, Mar 12)  
  XI-416 6622  #7585  
  Glenwood Community Center

**Deadlier Than the Male, Part II**
Agatha Christie is an icon in the classic mystery field. Lesser known, but every bit as accepted as part of the set of classic female detective writers of the Golden Age, is Ngaio Marsh, a New Zealander with British roots. The two of them follow the paths of the traditional Golden Age mystery with some interesting, and different, diversions. The first session of this class will be devoted to Agatha Christie and the second to Ngaio Marsh. You should read (or reread) the classic Christie, *The Murder of Roger Ackroyd*, and *Death and the Dancing Footman* by Ngaio Marsh. Both should be readily available at the public library if you do not wish to purchase them. You will discuss them as representatives of their genre as well as products of their individual authors. Instructor: Jean Sonntag. $25 (fee based, no waivers)

- **Sun 1pm-3pm, May 5-May 12**  
  XI-393 6627  #6694  
  Glenwood Community Center

**How Movies Tell Stories Part II ★ NEW!★**
You know what makes a good movie—or do you? In the second of this two-part course, instructor Arthur “Ott” Laupus will delve into more facets of film-making. Through film clips and discussion, you will explore the important elements in narrative film, including editing and sound techniques; the actors’ performance and role in the story-telling process; how the director controls a film’s artistic and dramatic aspects, and more. The work of several famous directors will be discussed along with their unique styles and techniques. $59 (includes $45 in fees*)

- **Tue 9:30am-11:30am, Jan 14-Feb 11**  
  XI-420 6629  #6706  
  Elkridge 50+ Center

**Discover Patapsco Valley State Park**
Patapsco Valley State Park is full of historic and natural treasures, and it is all right in your own backyard. Discover historic landmarks and remnants from the past, the evolution from forest reserve to state park, current environmental challenges and explore today’s programs, wildlife and other features. Author of recently published book, *Patapsco Valley State Park: Images of America*, Betsy McMillon will have you seeing the park through new eyes. $25** (fee based, no waivers)

- **Tue 10am-12pm, Apr 21-Apr 28**  
  XI-517 6666  #7612  
  Elgirkde 50+ Center

**The New Business of Art ★ NEW!★**
The famous contemporary graffiti artist, Banksy, made headlines when one of his paintings sold at auction at Sotheby’s for $1.4 million and was then immediately shredded. The Whitney Museum of American Art recently opened a Warhol survey to showcase aspects of his Business Art project. A 2018 HBO documentary, “The Price of Everything,” highlights the impact of money on the contemporary art scene. When the spotlight is on the dollar signs next to the art instead of the art itself, what happens to the quality of the art? This course will explore the factors that led to this condition and the current art market and aspects that might re-direct the art market in the future. You will take a look at several financially successful artists and discuss the true value of art. Instructor: Ann Wiker $79 (includes $40 in fees*)

- **Sat 10am-12pm, Mar 7-Mar 28**  
  XI-416 6620  #6679  
  Elkridge 50+ Center
Controversial Art
Have you ever seen an artwork in a museum and thought, “I could do that?” Everyone has an opinion about art and the answers are never black and white. This course will explore the motives and symbolism behind some of history’s most commonly misunderstood art movements including Dadaism, Abstract Expressionism, and Minimalism. You will also examine some of today’s biggest controversies surrounding the creation, criticism, and collection of art. Instructor: Kara LaRose. $64 (includes $45 in fees*)

Symbolism: Renaissance to Contemporary Art
Rumors and legends have emerged around many masterpieces based on the recognizable symbols and compositional designs used by the artists. What kind of feelings and meaning are the artists trying to convey? Are symbol and design patterns represented in every piece created by a specific artist? If so, how are they found? Join artist Kara LaRose to examine works of art from the Renaissance masters to contemporary artists. Upon completion of this course, visiting museums will be a whole new experience! $84 (includes $55 in fees*)

Pen and Ink Drawing ★ NEW! ★
Many artists plan their initial concepts by sketching with pens, but intricate and expressive illustrations can also be created using pen and ink as the sole medium. Many of the most famous modern artists, including Pablo Picasso and Salvador Dali, experimented with pen and ink throughout their careers. Pen and ink is still commonly seen in comic books, medical illustrations, and fantasy drawings, demonstrating this medium’s versatility. In this course, you will learn the basics of pen and ink with particular focus on mark-making, use of line, composition, and contrast. A list of course materials will be provided during the first session. Estimated cost of materials is $25. Instructor: Kara LaRose. $80** (includes $40 in fees*)

Pottery: Form, Function, and Design
The instructor, a professional potter, welcomes students of all levels to this class. You will enjoy the opportunity to shape your own creations as you work on a variety of projects. Learn about glazing, hand building and advanced decorating techniques. The materials fee will cover 15 lbs. of clay and glaze. You are responsible for purchasing additional clay and glaze. Limited enrollment, so please register early! Instructor: Charlene O’Dell-Randolph. $130 (includes $90 in fees*)

Wellness
How and Why We Age: The Biology of Aging
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. $49** (includes $40 in fees*)

Mindful Aging: The Psychology of Aging
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. $49** (includes $40 in fees*)

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

Controversial Art
Wed 1pm-3pm, Jan 14-Feb 4
XI-407 6661 #7593
Glenwood Community Center

Symbolism: Renaissance to Contemporary Art
Thu 1pm-3pm, Feb 20-Mar 19
XI-387 6662 #7597
Elkridge 50+ Center

Creative Arts
Pen and Ink Drawing ★ NEW! ★
Wed 1pm-3pm, Apr 22-May 13
XE-515 6660 #7587
Ellicott City 50+ Fitness Ctr

Pottery: Form, Function, and Design
Mon 11am-1pm, Jan 13-Mar 30 (No class Jan 20 & Feb 17)
XI-655 6644 #6851
North Laurel Community Center

Wellness
How and Why We Age: The Biology of Aging
Tue 10am-12pm, Jan 14-Mar 17
XI-655 6645 #6852
North Laurel Community Center

Mindful Aging: The Psychology of Aging
Thu 10am-12pm, Jan 14-Mar 17
XI-655 6646 #6854
North Laurel Community Center

Finance
Administering Estates in Maryland
Fri 11am-1pm, Jan 17-Mar 20
XI-655 6647 #5604
North Laurel Community Center

Controversial Art
Mon 11am-1pm, Apr 20-Jun 29 (No class May 29)
XI-655 6648 #5603
North Laurel Community Center

Symbolism: Renaissance to Contemporary Art
Tue 10am-12pm, Apr 21-Jun 23
XI-655 6649 #5605
North Laurel Community Center

Creative Arts
Pen and Ink Drawing ★ NEW! ★
Thu 10am-12pm, May 28
XE-389 6630 #5586
Health Sciences Building

Wellness
How and Why We Age: The Biology of Aging
Fri 11am-12pm, May 29-Jun 26
XI-655 6650 #5606
North Laurel Community Center

Mindful Aging: The Psychology of Aging
Thu 10am-12pm, May 29-Jun 26
XI-655 6651 #5607
North Laurel Community Center

Finance
Administering Estates in Maryland
Mon 11am-1pm, Apr 20-Jun 29 (No class May 29)
XI-655 6647 #5604
North Laurel Community Center

Controversial Art
Tue 2pm-4pm, Jan 14-Feb 4
XI-407 6661 #7593
Glenwood Community Center

Symbolism: Renaissance to Contemporary Art
Thu 1pm-3pm, Feb 20-Mar 19
XI-387 6662 #7597
Elkridge 50+ Center

Creative Arts
Pen and Ink Drawing ★ NEW! ★
Wed 1pm-3pm, Apr 22-May 13
XE-515 6660 #7587
Ellicott City 50+ Fitness Ctr

Pottery: Form, Function, and Design
Mon 11am-1pm, Jan 13-Mar 30 (No class Jan 20 & Feb 17)
XI-655 6644 #6851
North Laurel Community Center

Wellness
How and Why We Age: The Biology of Aging
Tue 10am-12pm, Jan 14-Mar 17
XI-655 6645 #6852
North Laurel Community Center

Mindful Aging: The Psychology of Aging
Thu 10am-12pm, Mar 26-May 7 (No class Apr 9)
XE-367 6664 #7599
North Laurel Community Center

Finance
Administering Estates in Maryland
Fri 11am-1pm, Jan 17-Mar 20
XI-655 6646 #6854
North Laurel Community Center

Controversial Art
Mon 11am-1pm, Apr 20-Jun 29 (No class May 29)
XI-655 6647 #5604
North Laurel Community Center

Symbolism: Renaissance to Contemporary Art
Tue 10am-12pm, Apr 21-Jun 23
XI-655 6648 #5603
North Laurel Community Center

Creative Arts
Pen and Ink Drawing ★ NEW! ★
Thu 10am-12pm, May 28
XE-389 6630 #5586
Health Sciences Building
Onward! Emancipated Innocence ★NEW★
This course is part of the series, "Onward! Timeless Stories from Around the World and Throughout the Ages." In this course, the focus is on the development of emancipated innocence—the capacity to integrate child-like innocence and mature judgment, care-free impetuosity with seasoned and honed skill; the integration of spontaneity and sagacity. Understood and nurtured, older adults become emancipated from social convention without abandoning reason. Creativity and mature judgment are wedded. Instructor Sandy Lundahl, MPH, MA, a doctoral student in gerontology at the University of Maryland, tells stories from a fascinating collection of elder-tales. These stories give voice to the subtle clues to the process in which each of us continues to grow and develop throughout the second half of life. To complement these stories, she shares contemporary stories, movies, songs, and poems related to developmental tasks to master in the years after 60. $49** (includes $40 in fees*)

─ Fri 1pm-3pm, Jan 24-Feb 28
XE-510 6650 #7220 Hickory Ridge

The Wisdom of the Enneagram
The Enneagram is one of today’s most popular systems for developing a deeper understanding of yourself and others. It describes nine distinctive ways of thinking, acting and being—nine different ‘lenses’ or ways of interpreting the world—and nine core motivations that explain behavior. We habitually and often unconsciously interpret situations, events, and experiences through just one lens. Yet, there are eight other ways to view the same situation. In this course, you will learn your Enneagram type and gain a deeper understanding of why you do what you do and why others see the world so differently. You will also learn three types of self-awareness to deepen your understanding of yourself and others. Instructor Sandy Lundahl, MPH, MA is a holistic health educator and certified teacher of the Enneagram in the Narrative Tradition. Bring paper, pen/pencil and a folder. $49** (includes $40 in fees*)

─ Fri 10am-12pm, Jan 24-Feb 28
XE-339 6663 #7598 Hickory Ridge

Skin Care & Makeup for Every Occasion ★NEW★
Enjoy the confidence that comes from looking your best! This class focuses on the unique needs of mature women. In this three-session class, you will first learn how to make your skin look and feel better by identifying your skin type and then choosing products (not brands) that will improve and enhance your appearance. In the next session, you will discover how to achieve a natural, clean daytime look by learning which products and colors flatter you and techniques for applying them to achieve a flawless finish. The third session will focus on your best look for special occasions. Determine which facial feature to accentuate and learn application techniques for daytime and evening flair. Instructor Andi Bradshaw has over 30 years of experience in the cosmetology field. (Bring a mirror, makeup and clean brushes.) $50** (includes $35 in fees*)

─ Wed 10am-12pm, Feb 26-Mar 25 (No class Mar 4 & 18)
XE-509 6633 #6801 Elkridge 50+ Center

Aquatics & Fitness

Senior Water Exercise and Aquatic Training (SWEAT)
Are you looking for a way to work out without a lot of impact on your joints? In this class you can improve physical fitness 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 four feet. Instructor: Patty Colabucci. $60** (includes $45 in fees*)

─ Fri 9am-10am, Jan 10-Mar 13
XE-154 6606 #5472 Athletic & Fitness Center
─ Fri 10am-11am, Jan 10-Mar 13
XE-154 6607 #5471 Athletic & Fitness Center
─ Fri 9am-10am, Mar 27-Jun 5 (No class Apr 10)
XE-154 6615 #5578 Athletic & Fitness Center
─ Fri 10am-11am, Mar 27-Jun 5 (No class Apr 10)
XE-154 6616 #5579 Athletic & Fitness Center

Senior Aquatic Wellness
Improve your fitness and health through shallow water aquatic exercise. Develop balance, strength, endurance and cardiovascular fitness through the use of buoys, paddles and noodles. Progress at your own pace! Classes meet in the HCC pool in the Athletic & Fitness Center. New students will be asked to complete an Emergency Information Form and Release at the first class. Instructor: Patty Colabucci. $144 (includes $108 in fees*)

─ Mon,Wed 9am-10am, Jan 13-Mar 16 (No class Jan 20)
ZB-433 6600 #5503 Athletic & Fitness Center
─ Tue,Thu 10am-11am, Jan 14-Mar 12
ZB-433 6603 #5504 Athletic & Fitness Center
─ Tue,Thu 10am-11am, Mar 24-May 28 (No class Apr 7 & 9)
ZB-433 6612 #5607 Athletic & Fitness Center
─ Mon,Wed 9am-10am, Mar 25-Jun 3 (No class Apr 6 & 8 and May 25)
ZB-433 6609 #5606 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. $119 (includes $72 in fees*)

─ Tue,Thu 1pm-2:20pm, Jan 14-Mar 12 (No class Mar 5)
XH-752 6605 #5483 Bain 50+ Center
─ Tue,Thu 1pm-2:20pm, Apr 14-Jun 11 (No class Apr 7 & 9)
XH-752 6614 #5591 Bain 50+ Center

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. $60** (includes $45 in fees*)

─ Fri 11am-12pm, Jan 10-Mar 20 (No class Mar 6)
XE-379 6608 #6662 Athletic & Fitness Center
─ Fri 11am-12pm, Mar 27-Jun 5 (No class Apr 10)
XE-379 6617 #6663 Athletic & Fitness Center
Deep Water Fitness
For mature adults seeking a total body workout to increase aerobic capacity, muscular endurance, and flexibility without any impact or stress on the joints. Deep water training also offers improvements in balance and posture by creating a substantial challenge to the core muscles. Participants must be comfortable in deep water wearing flotation equipment that will be provided. No tuition waivers for this course. Pool depth begins at four feet. Instructor: Christy Colabucci. $108** (includes $45 in fees*)
- Mon, Wed 10am-11am, Jan 13-Mar 16 (No class Jan 20) 
  XE-250 6601 #5475 Athletic & Fitness Center
- Tue, Thu 11am-12pm, Jan 14-Mar 17 (No class Mar 5) 
  XE-250 6604 #5474 Athletic & Fitness Center
- Tue, Thu 11am-12pm, Mar 24-May 28 (No class Apr 7 & 9) 
  XE-250 6613 #5582 Athletic & Fitness Center
- Mon, Wed 10am-11am, Mar 25-Jun 3 (No class Apr 6 & 8 and May 25) 
  XE-250 6610 #5581 Athletic & Fitness Center

White Caps Advanced Aquatics
Are you an active ager looking for challenging and invigorating aquatic exercise with a splash of fun? Join Patty Colabucci for this high intensity class that focuses on aquatic toning, cardio conditioning, strength and endurance training. Classes will take place in the shallow end for rebonding moves as well as in deeper water for participants who choose this challenge. No tuition waivers for this course. Pool depth begins at four feet. $108** (includes $45 in fees*)
- Mon, Wed 11am-12pm, Jan 13-Mar 20 (No class Jan 20) 
  XE-291 6602 #6664 Athletic & Fitness Center
- Mon, Wed 11am-12pm, Mar 25-Jun 3 (No class Apr 6 & 9 and May 25) 
  XE-291 6611 #6665 Athletic & Fitness 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. $28** (fee based, no waivers)
- Mon, Fri 10:55am-11:25am, Jan 13-Feb 14 (No class Jan 20) 
  XE-424 6655 #5476 Bain 50+ Center
- Mon, Fri 10:55am-11:25am, Feb 28-Mar 30 **$31 
  XE-424 6657 #5477 Bain 50+ Center
- Mon, Fri 10:55am-11:25am, Apr 17-May 18 **$31 
  XE-424 6659 #5588 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. $108 (includes $60 in fees*)
- Mon, Wed 9:30am-10:50am, Fri 9:45am-10:50am, 
  Jan 13-Feb 19 (No class Jan 20 & Feb 17) 
  XH-753 6654 #5484 Bain 50+ Center
- Mon, Wed 9:30am-10:50am, Fri 9:45am-10:50am, 
  Feb 28-Apr 1 
  XH-753 6656 #5485 Bain 50+ Center
- Mon, Wed 9:30am-10:50am, Fri 9:45am-10:50am, 
  Apr 17-May 20 
  XH-753 6658 #5592 Bain 50+ Center

Beginning Pickleball
Despite the odd name, pickleball is the fastest growing sport in the United States right now! Easy to learn and fun to play, it combines many elements of tennis, badminton and ping-pong. Join the fun! Learn the rules, scoring and techniques to get started or increase your skill if you are already playing. All ages and skill levels are welcome. Use our racquet or bring your own. Instructor Duane St. Clair founded and is active in the Howard County Pickleball Association. $60** (includes $45 in fees*)
- Fri 1:30pm-3pm, Mar 27-May 8 (No class Apr 10) 
  XE-471 6618 #5590 Athletic & Fitness Center

Intermediate Pickleball
Now that you've learned the basics of pickleball, it is time to up your game! Improve the accuracy and consistency of your shots. Recognize the importance of court position and avoid making common mistakes. Instructor Duane St. Clair founded and is active in the Howard County Pickleball Association. Prerequisite: Beginning Pickleball (XE-471) or some league playing. Bring your own racquet. $60** (includes $45 in fees*)
- Fri 3pm-4:30pm, Mar 27-May 8 (No class Apr 10) 
  XE-499 6619 #5480 Athletic & Fitness Center

Want to keep fit and learn all the right moves? See our available dance classes starting on page 67.

Dance not only allows creative expression and peace of mind, but is great exercise for your body. No partner needed.
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.

To apply, you must be:

- A Maryland resident, graduate of a Maryland high school, or active duty member of the U.S. military stationed, residing, or domiciled in Maryland.
- Able to provide your social security number.
- A first-time applicant.
- Enrolled in an MHEC-approved Workforce Development Sequence listed above that is related to job preparation, licensure or certification, and job skill enhancement.

These scholarships are awarded on a first-come, first-served basis and are contingent upon availability of funds.

For more information, visit howardcc.edu/cewdscholarship.
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 Summer Schedule will be posted to our website (howardcc.edu/coned) in mid-March and mailed to all Howard County residences around early April.

CONTINUING EDUCATION RECORDS:

If you want a record of the noncredit courses you have taken, you will need to submit a Record Request Form. Call 443-518-4823 or visit howardcc.edu/records and click on “Record Request Form.” Information on all courses taken on or after July 1, 2003, will be included.

COURSE PROPOSERS AND TEACHERS:

To apply for adjunct faculty positions, visit hccjobs.org. Applications must be completed online and you can attach materials such as a resume. If you have an idea for a course, email continuingeducation@howardcc.edu.

CUSTOMCLASS:

This enrollment option allows you to enroll in credit classes without having to go through the credit admissions process or meet the normal course prerequisites. For more information, visit howardcc.edu/customclass or call 443-518-4404. For a copy of the Credit Schedule of Classes, call 443-518-1200.

EMERGENCY CLOSINGS:

If the college is closed, all classes held at HCC and the Gateway campus are canceled. When Howard County Public Schools are closed, classes held at those schools are canceled. Laurel College Center follows the weather closings and delays of Prince George’s Community College. To find out if the college is closed, opening late, or closing early, check the college’s website or call 443-518-1000 for information. To receive instant email or text message alerts, go to howardcc.edu/alert and subscribe to HCC’s Mobile Alert System. By subscribing for mobile alerts, you can receive instant notification of important campus information, including emergency announcements. If the college opens late or closes early, your class may meet for part of the time depending on when your class is scheduled to begin. For more details, please see the college’s closing policy, which is posted on the website when the college needs to close.

GIFT CERTIFICATES:

Give the gift of learning! The certificates can be for any dollar amount you choose and can be used like a check to pay for course costs at registration. Gift certificates can be purchased at the Cashier’s Office (RCF-200A).

HOLIDAYS:

The college will be closed November 27-December 1 for Thanksgiving; December 24-January 1, 2020 for winter break; January 20 for MLK, Jr. Day; April 6-12 for spring break; and May 25 for Memorial Day.

IDENTIFICATION CARDS:

Students who pay $125 or more in noncredit tuition and fees for the current semester are eligible for a student ID card for that semester. ID holders will be admitted during the current credit semester to the student computer labs, the library, the athletic center and weight room, and receive discounts to some Horowitz Center events.

TO GET AN ID CARD:

Bring an official College letter or receipt showing your College ID number and payment of $125 or more for the current semester to the Security Department on the first floor of the RCF Building.

LOST ID CARDS:

There is a $25 fee to replace lost cards.
### GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

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

Academic Commons – HCC main campus

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

Athletic & Fitness Center - HCC main campus

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

CCBC Catonsville
800 Rolling Road, Baltimore

CCBC Hunt Valley
11101 McCormick Road, #101, Hunt Valley

Duncan Hall - HCC main campus

Elkridge 50+ Center
6540 Washington Blvd., Elkridge

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

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

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

Glenwood Community Center
2400 Rt. 97, Cooksville

Health Sciences Building – HCC main campus

Hickory Ridge Building
10901 Little Patuxent Parkway, Columbia
(next to the West Garage, on the southwest corner of the HCC main campus)

Horowitz Visual & Performing Arts Center (HVPA)
HCC main campus

Howard County Historical Society Museum
8328 Court Avenue, Ellicott City

Howard Hall – HCC main campus

Laurel College Center (LCC)
312 Marshall Avenue, Laurel

Maryland State Dental Association (MSDA)
8901 Hermann Drive, Columbia

North Laurel Community Center
9411 Whiskey River Bottom Road, Laurel

Rouse Company Foundation (RCF)
Student Services Hall
HCC main campus

Please note that HCC is a smoke-free, tobacco-free campus.

Class Locations / Campus Map

Howard Transit GREEN 401 and ORANGE 404 lines
Bus Stop - Regional Transit Authority (RTA)

Accessible Parking
Welcome Center
Drop Off / Pick Up
Employees Only - Yellow Striped
Main Receiving
Food Services and Bookstore Deliveries

Gateway Campus
6751 Columbia Gateway Drive, Columbia

Glenwood Community Center
2400 Rt. 97, Cooksville

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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.**

**ed2go**

**HOW TO REGISTER**

**Step 1:** Create an online account
Go to ed2go.com/howardcc and search for your class. Add it to your cart and proceed to checkout where you create your account.

**Step 2:** Submit your payment to HCC.
After your account is created, look for a confirmation/registration email from Ed2Go (within one business day). Print the email registration form, fill it out, and submit your payment to HCC before the class start date by either fax or mail. (see above for fax/mail information)

Residents ages 60+ receive a $40 discount for each course.

**UGotClass**

**HOW TO REGISTER**

**Step 1:** Complete our noncredit registration form, located at the end of this publication, and fax or mail it to HCC along with your payment (see the back of this publication for mail and fax information). Please write “UGotClass Online” under the course number and remember to include your email address.

**Step 2:** Receive your login information from us by email close to the course start date.

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)

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### General Information

- **HCC Student ID#:** (Please print neatly) ____________________________
- **Date of Birth:** __________ / __________ / __________
- **I am over the age of 16**
- **Name:** (Last) ____________________________ (First) ____________________________ (M) ____________________________
- **Address:** (Street) ____________________________ Apt/Unit: ____________________________
- **City** ____________________________ **State:** ____________________________ **Zip:** ____________________________ **County:** ____________________________
- **I have lived at this address for at least three months**
- **Home Phone:** ____________________________ **TDD**
- **Cell Phone:** ____________________________
- **Business Phone:** ____________________________
- **Email Address:** ____________________________

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### Course Registration

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>TITLE</th>
<th>START DATE</th>
<th>TUITION + FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SAMPLE) XE-800 9783 #3492</td>
<td>(SAMPLE) Personal Landscaping</td>
<td>(SAMPLE) 11/1/17</td>
<td>(SAMPLE) $65</td>
</tr>
</tbody>
</table>

Out-of-county Maryland residents add $10 per course.

Residents outside Maryland add $20 per course.

SENIORS (Maryland residents ages 60 and older only): Pay all fees listed in the course description. Exception: For XE courses, pay the full amount listed at the end of the course description.

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**TOTAL**

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Students who register by mail or fax will receive an email registration confirmation.

- **I don’t want to receive registration confirmation emails.**

---

**Cardholder’s Name (Please print legibly):** ____________________________ **Signature:** ____________________________

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**FOR FAX-IN OR MAIL-IN:** Please note that we do not accept registrations by email. This form will not be processed if submitted by email.

(check one) **Visa** □ **Mastercard** □ **AmEx** □ **Discover** □

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**Card #:** ____________________________ **Expiration Date:** ____________________________
Register now by choosing 1 of 4 easy options:

**Option 1: ONLINE (howardcc.edu/gohccexpress)**
Register and pay online—get immediate confirmation. No waiting or delays! Visit hccexpress.net. You will be registering as a “Noncredit/Continuing Education” student. Only returning students, and new students who live in Howard County, can use online registration. New out-of-county, out-of-state, or international students, and new students who qualify for a senior waiver must register for the first time by fax, mail-in, or walk-in.

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Noncredit Registration Form

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General Information

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

Name: (Last) ___________________________________________ (First) ___________________________ (MI) ______

Address: (Street) ___________________________________________ Apt/Unit: ___________________________

City: ___________________________ State: ________ Zip: _____________ County: ___________________________

☐ I have lived at this address for at least three months

Home Phone: ___________________________ ☐ TDD ☐ I am over the age of 16

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

(COURSE NO. (SAMPLE) XE-800 9783 #342)  TITLE (SAMPLE) Personal Landscaping  START DATE (SAMPLE) 11/11/17  TUITION + FEES (SAMPLE) $65

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: ___________________________
Summer enrichment classes for students ages 6-17

June 22-August 14, 2020
REGISTRATION BEGINS JANUARY 30.

PARENTS AND STUDENTS LOVE KIDS ON CAMPUS, HERE’S WHY:

“I liked the opportunity of my student meeting diverse groups of students with similar interests. I also enjoyed my student learning more about things he’s passionate about that aren’t offered during the school year.”

“She felt excited about learning and being on a college campus! She came home every day excited about what she learned and looked forward to the next day, as teachers shared the lesson plans with them. Knowing what to expect next gave my child a sense of security and confidence.”

“I liked that she attended classes, which were age-appropriate in a college campus setting with her friends. I think she enjoyed the camps as they provided a different experience for her compared to some of the other camps she’s attended the past five years.”

• Morning and afternoon programs with supervised lunch, before, and after care.
• Classes will be available on our website by mid-January.

For more information, visit howardcc.edu/koc.
Discover the New You in the New Decade

Start the 2020s with personal enrichment courses designed to expand your knowledge and develop new skills while having fun:

- Enjoy the savings and satisfaction of learning home repair in Ms. Fix-it.
- Perfect the art of making macarons with our pastry chef in Delicious French Macarons Demystified.
- Find strength and balance in Gentle Yoga.

See pages 65–73.