

# Home. Work. Life.



Do you need to brush up on your computer skills or do you need to learn how to do something new with spreadsheets, databases, websites, or smart devices? See pages 12-16.



Prepare for or grow in your career in patient care with us. Learn more on pages 21-23.



Do you want to learn how to garden from a professional horticulturalist? See page 32 for home and gardening classes.

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## BUSINESS SKILLS

### 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.

### ADULT BASIC SKILLS

See page 24.

## Business Skills

### GENERAL BUSINESS & COMMUNICATION SKILLS

#### Grammar for Your Job

This course reviews and reinforces common principles of English usage and improves your ability to communicate effectively. This course is also offered for college credit. **Required textbook to be purchased at HCC Bookstore prior to the first class. Please bring textbook to the first class.** Register online at [hccexpress.net](http://hccexpress.net) \$110 (includes \$40 in fees\*)

■ Tue 6:30pm-9:40pm, May 27-Jul 15

#3837 YD 384 9399

HCC Main Campus

#### Effective Business Writing

Here's how to fill in those gaps in your business writing skills so you can reach your full potential and improve your career prospects. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate any problem areas. You'll learn the steps to developing powerful written documents that immediately draw readers in and motivate them to do what you want.

**After paying for your course, please visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account.** For more information, please call 443-518-4680. \$120 (includes \$90 in fees\*)

■ Wed, Fri, Jun 18-Jul 25

#3796 XO 221 4764

Online

■ Wed, Fri, Jul 16-Aug 22

#4959 XO 221 4862

Online

■ Wed, Fri, Aug 20-Sep 26

#4960 XO 221 4863

Online

#### Writing Grant Proposals

Develop and package convincing and hard-hitting grant proposals that will sell your capabilities and meet the needs of the funding organization. \$60 (includes \$40 in fees\*)

■ Fri 9am-4pm, Jun 6

#8464 XI 673 M1407

Laurel College Center

#### Speaking With Confidence

Gain confidence speaking before groups from professional speaker and coach Allan Misch. He will reveal strategies 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, and practice an elegant strategy in order to be a confident and skilled presenter. \$89 (includes \$45 in fees\*)

■ Sat 9am-4pm, Jun 21 (Please bring a bag lunch.)

#0795 XI 201 J1695

Laurel College Center

■ Sat 9am-4pm, Jul 19 (Please bring a bag lunch.)

#9840 XI 201 6992

Gateway Campus

### 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 life cycle as described in the Project Management Institute's PMBOK® Guide. 1.2 CEUs. \$495 (fee based, no waivers)

■ Mon, Tue 9am-4pm, Jul 28-Jul 29

#5048 XB 995 8430

Gateway Campus Rm 3

The PMP® is one of the top certifications sought after by IT, business, and healthcare professionals. Project managers are needed in every industry where products and services are provided. The average compensation for U.S project management practitioners is over \$100,000, according to the *PMI Project Management Salary Survey*. The PMP is the project management credential of choice for numerous industries and companies. It is the profession's most globally recognized and respected certification credential. In order to become PMP certified, applicants must demonstrate appropriate education and experience as well as take and pass a comprehensive exam. For more information about the PMP exam, please visit [pmi.org](http://pmi.org). Throughout our seven-week series, our PMP certified instructors will provide expert guidance through course work and help prepare you for the exam. Call 443-518-4973 for more information.

#### Managing Projects in Health Care

Learn about project management concepts, terms, and tools that can be useful in healthcare and related industries, which are facing tremendous challenges with the integration of electronic records and information technology systems. Get introduced to some of the basic methods and techniques project managers use to effectively initiate, plan, control, and report on their projects as described in the Project Management Institute's PMBOK® Guide. 1.2 CEUs. \$395 (fee based, no waivers)

■ Thu, Fri 9am-4pm, Jun 5-Jun 6

#3952 XB 601 8378

Gateway Campus Rm 2

443-518-1700 ■ [howardcc.edu/ConEd](http://howardcc.edu/ConEd)

## ATTENTION, VETERANS!

You may be eligible for veteran benefits for the Entire PMP Series. For more information, please contact us at 443-518-4514 or email [veteransaffairs@howardcc.edu](mailto:veteransaffairs@howardcc.edu).

### Entire PMP® Series

This seven-week series covers a number of topics in preparation for the Project Management Professional PMP® Exam. 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 Time, Project Cost, Project Quality, Project Human Resource Management, Project Communications, Project Risk Management, Project Procurement, and Project Stakeholders Management Review. There will also be practice test questions and a discussion of what to expect when taking the PMP® Exam. You will learn the project manager's role in developing the project scope, how to develop a project charter, the project lifecycle, and the importance of the WBS in defining the scope. You will learn about controlling the project schedule, the critical path method, PERT methodology; network diagrams, and Gantt charts. You will also learn about managing the project budget, cost estimating and forecasting, cost applications, and earned value analysis. Discuss the project manager's role in creating, motivating and managing a successful team. Examine group decision-making and problem-solving models, project risk definitions/planning, procedures for managing project contracts and procurement, and quality assurance will also be covered. 42 hours. No refunds. Prerequisite: Five or more years of project management experience. 4.2 CEUs. \$2,500 (includes \$1,740 in fees\*)

■ The next class starts September 30.

Please call 443-518-4973 for more information.

### The Course Online—PMP Prep

Offered in cooperation with University Learning Institute, this course prepares you for the Project Management Institute (PMI) certification exam by covering material in the PMI Body of Knowledge (PMBOK) and reviewing essential project management concepts and terminology. You will have access to sample exams with hundreds of questions. You can start at any time during the month and work at your own pace. Participants generally complete the course in two or three months, but will have access to the information after completing the course. 5.6 CEUs. \$895 (fee based, no waivers)

■ May 1-Sep 30

#3905 XB 998 8346

Online

■ Jul 1-Nov 30

#4963 XB 998 8400

Online

■ Aug 1-Dec 31

#4964 XB 998 8401

Online

### Lean Six Sigma Quality Management

Learn about Quality Management and Lean Six Sigma. This course will help you understand how to use aspects of Quality Management in managing a project and eliminate much of the confusion about Project Management and Lean Six Sigma. Learn about measurement procedures and how to develop corrective actions and verify project effectiveness throughout the project's lifecycle. 1.8 CEUs. \$595 (includes \$400 in fees\*)

■ Mon,Wed,Fri 9am-4pm, Jun 16-Jun 20

#3953 XB 602 8379

Gateway Campus Rm 2

### Microsoft Project

Project Management helps organizations control and conserve resources. Using Project, learn to use tools that will help you create projects, organize schedules, assign tasks and resources, and produce reports. Prerequisites: Windows experience. 18 hours. 1.8 CEUs. \$495 (includes \$240 in fees\*)

■ Mon,Tue,Thu 9am-4pm, Jun 9-Jun 12

#3867 XA 475 8382

Gateway Campus Lab C

■ Tue,Wed,Fri 9am-4pm, Aug 5-Aug 8

#5049 XA 475 8431

Gateway Campus Lab C

### More Ways to Earn PDUs! Online Leadership, Supervision, and Management Classes

Project Management Fundamentals  
Project Management Applications  
Microsoft Project  
Purchasing Fundamentals  
Six Sigma: Total Quality Applications  
Building Teams That Work  
Supply Chain Management Fundamentals  
Understanding the Human Resources Function  
Introduction to Business Analysis  
Mastery of Business Fundamentals  
Six Sigma: Total Quality Fundamentals  
Fundamentals of Supervision and Management  
Fundamentals of Supervision and Management II  
Keys to Effective Communication  
Leadership

Classes start Jul 16 and Aug 20

Visit [ed2go.com/howardcc](http://ed2go.com/howardcc)

or call 443-518-4680 for information.

## ENTREPRENEURSHIP & SELF-EMPLOYMENT

### Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

**After paying for your course, please visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account.** For more information, please call 443-518-4680. \$120 (includes \$90 in fees\*)

■ Wed,Fri, Jun 18-Jul 25

#3794 XO 218 4761

Online

■ Wed,Fri, Jul 16-Aug 22

#4957 XO 218 4860

Online

■ Wed,Fri, Aug 20-Sep 26

#4958 XO 218 4861

Online

## Notary Public Procedures

For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. \$50 (includes \$40 in fees\*)

■ Sat 10am-4pm, Aug 9  
#4652 ZB 484 M1791

Laurel College Center

## Applied Notary Practices and Procedures

A continuation of the Notary Public Procedures class, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. \$50 (includes \$40 in fees\*)

■ Sat 10am-4pm, Aug 16  
#4653 ZB 518 M1792

Laurel College Center

## Intellectual Property (Copyrights, Trademarks, Trade Secrets) and Licensing

Everything your business develops and creates should remain an exclusive asset of the business—for example, company names, logos, slogans, products, and services. This course will cover the implications of copyright, trademark, and trade secret laws and patents for your business. Learn about licensing the intellectual property assets of your business to individuals and companies, and securing licenses from individuals and companies for use in your business. \$30\*\* (fee based, no waivers)

■ Wed 6:30pm-9:30pm, Jul 23  
#4654 XE 203 M1401

Laurel College Center

## Start Your Photography Business

Thinking of turning your hobby into a part-time business? With digital photography, the costs are minimal. Learn how to create a basic business outline and plan. Discover in which areas of photography you can make money. Explore which locations and subjects you want to shoot. Find out what equipment you will need and where to get it at reasonable prices. This course helps you hone both your business and photography skills. Prerequisite: Digital Photography Level 1. .6 CEUs. \$120 (includes \$100 in fees\*)

■ Mon 6:30pm-9:30pm, Jun 16-Jun 23  
#3902 XB 180 8339

Gateway Campus Lab A

## Starting Your Meeting Planning Company

Have you ever thought of starting your own meeting management company and didn't know where to begin? This course will provide you with the information you need to establish your own business. In addition, you will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. \$60 (includes \$40 in fees\*)

■ Sat 9am-4pm, Jul 19  
#4648 XB 595 M1698

Laurel College Center

## Starting Your Own Boutique ★NEW!★

You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. .6 CEUs. \$60 (includes \$40 in fees\*)

■ Mon 6:30pm-9:30pm, Jul 14-Jul 21  
#4886 XB 224 M1410

Laurel College Center

## You're on the Air! How to Really Make It in Voice-Overs

VOICE-OVERS are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as Morgan Freeman, Glenn Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! You'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full- or part-time business! Lisa Foster will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and the all-important demo and how to have it produced. You'll step up to the mic and do some practice recording, and best of all, you'll hear the results! \$69\*\* (includes \$40 in fees\*)

■ Thu 7pm-9:30pm, Jun 19  
#3642 XE 100 6651

Gateway Campus

■ Sat 9am-11:30am, Jun 21  
#0778 XE 100 J1697

Laurel College Center



## Getting Started in Acting ★NEW!★

Ever wanted to try your hand at acting but didn't know where to start? Do you know what a monologue is, or how to choose one? Whether you're looking to act as a hobby or for a potential career, this course will give you insight into the theatre, television and film world. We will cover differences in medium, audition techniques, unions, resources, local opportunities, and so much more. By the end of the course, you'll have at least one monologue at performance standards, and be ready to get your feet wet. \$135\*\* (includes \$40 in fees\*)

■ Sat 10am-1pm, Jun 28-Jul 26  
#4893 XE 176 M1412

Laurel College Center



## The Basics of Selling on eBay

Learn the basics of selling on eBay, including how to set up an eBay sellers account and how to create a basic auction listing. As you create a basic auction listing, you will also learn how to photograph items, write ad copy, set prices, create titles, answer customer questions, and set shipping profiles. You will actually be able to list items on eBay after the course. Prerequisites: Basic Windows and Internet experience. \$79\*\* (fee based, no waivers)

- Mon, Wed 6:30pm-9:30pm, Jul 14-Jul 16  
#5050 XE 285 8432 Gateway Campus Lab D
- Mon, Wed 6:30pm-9:30pm, Aug 18-Aug 20  
#5051 XE 285 8433 Gateway Campus Lab D

## Create Your Own eBay Store

Create a successful eBay store. Learn about store types and categories. Get useful tips for using eBay stores traffic reporting and marketing your store more effectively. \$79\*\* (fee based, no waivers)

- Tue, Thu 6:30pm-9:30pm, Jun 17-Jun 19  
#3870 XE 489 8349 Gateway Campus Lab C

## Introduction to Social Media

Social media has become extremely popular because it allows people to discover, read and share news, information, and content and 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, Google+, and Quora. Find out why millions are finding online networking to be profitable both socially and professionally. \$60\*\* (fee based, no waivers)

- Fri 9am-12pm, Jul 11  
#5052 XE 302 8434 Gateway Campus Lab A
- Fri 9am-12pm, Aug 8  
#5053 XE 302 8435 Gateway Campus Lab A

## 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: Students must have a Facebook account. \$60\*\* (fee based, no waivers)

- Mon 1pm-4pm, Jun 2  
#3873 XE 560 8352 Gateway Campus Lab A
- Tue 1pm-4pm, Aug 5  
#5046 XE 560 8428 Gateway Campus Lab D

## Build a Better Blog

Do you have a general understanding of blogging and are ready to start setting up your blog? Whether your goal is business or pleasure, this course is for you. You will get hands-on training and help in getting your own site better organized and driving more traffic to your blog and the basics of search engine optimization. \$60\*\* (fee based, no waivers)

- Mon 9am-12pm, Jun 16  
#3874 XE 445 8353 Gateway Campus Lab A
- Fri 1pm-4pm, Aug 8  
#5054 XE 445 8436 Gateway Campus Lab A

## EVENT PLANNING

### Crash Course in Event Planning

Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Get ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let's work together to make your event a success! \$55 (includes \$40 in fees\*)

- Tue, Thu 6:30pm-9pm, Jun 3-Jun 5  
#4863 XB 980 M1406 Laurel College Center

### Conference Planning Management

Perfect your skills in time management, delegation and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. \$60 (includes \$40 in fees\*)

- Sat 9am-4pm, Jun 7  
#4858 XB 611 M1895 Laurel College Center

### The Site Selection Process

Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. \$30\*\* (fee based, no waivers)

- Thu 6:30pm-9:30pm, Jun 26  
#4861 XE 530 M1404 Laurel College Center

### Not-For-Profit Fundraisers/Events

Develop the key steps for earning profit from fundraisers and events. Learn how to effectively and efficiently produce, run and manage an event from a not-for-profit outlook. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. \$30\*\* (fee based, no waivers)

- Sat 6:30pm-9:30pm, Jun 28  
#4892 XE 175 M1411 Laurel College Center

### Working With Hotels

Anyone interested in planning an event at a hotel will benefit by understanding hotel profit centers, contract negotiations, legal issues and license requirements. This course covers writing a request for proposal (RFP), developing a meeting resumé, and preparing addendums that will protect the organization. \$30\*\* (fee based, no waivers)

- Thu 6:30pm-9:30pm, Jun 19  
#4862 XE 706 M1405 Laurel College Center

#### COURSE NOTES

\*Fees not eligible for waiver.

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

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

(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.

## Floriculture: Advanced Floral Design

This upper-level course covers advanced designs. Current trends will be used to keep the class fresh and up-to-date. Prerequisite: Basic Floral Design. This class introduces you to the “event” floral industry—much different from the traditional retail shop—and relies on your creativity to enhance designs introduced by the instructor. The class covers bridal designs as well as party designs. Theme parties will also be discussed along with possible career choices as a party planner. \$250 floral supplies fee\* payable to the instructor at the first class. NOTE: Please bring wire cutters and floral knife to first class. \$175 (includes \$40 in fees\*)

■ Fri 6:30pm-8:30pm, Jun 20-Aug 15

#4882 XB 877 M1409

Laurel College Center



## CHILD CARE

### Requirements for Child Care Positions

**Child Care Teacher Preschool 90 hrs** = Child Growth & Development (45 hrs) & Preschool Curriculum & Activities

**Child Care Teacher Infant/Toddler 90 hrs** = Child Growth & Development (45 hrs) & Infant & Toddler Care (45 hrs)

**Child Care Teacher School Age 90 hrs** = Child Growth & Development (45 hrs) & School Age Curriculum (45 hrs)

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

**Family Child Care Provider** = Family Child Care PreService, SIDS & Emergency Prep

## 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 (proposed) levels 2-4. Purchase textbook prior to class. 4.5 CEUs. \$250

■ Mon, Wed 6:30pm-9:45pm, Jun 2-Jul 21

#0134 ZB 707 7311

Gateway Campus

(In this section, all class hours are conducted in the classroom.)

■ Aug 1-Aug 31 **FAST TRACK**

#4549 ZB 707 7489

Online

(Online class section has optional orientation meeting on the first class date, 6:30pm-8:30pm in Hickory Ridge.)

**“I would recommend the Preschool Curriculum and Activities 45 Hours class to anyone who would like to pursue their career in education. I am new to teaching preschoolers since I graduated college with an environmental degree. Now, I am able to connect my college education with preschool curriculum in order to incorporate the environment into the classroom.”**

—MEGHAN DEKLOZLOWSKI

Preschool Curriculum and Activities Student

## Preschool Curriculum and Activities 45 Hours

Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete all course requirements to receive a certificate. Aligns with Md Staff Credential (proposed) levels 2-4. Purchase textbook prior to class. 4.5 CEUs. \$250

■ Jun 25-Jul 30

#4562 ZB 718 7470

Online

(Online class section has optional orientation meeting on the first class date, 6:30pm-8:30pm in Hickory Ridge.)

■ Tue, Thu 6:30pm-9:45pm, Jul 15-Aug 28 & Fri Jul 18

#4564 ZB 718 7471

Gateway Campus

(This section has a STEM curriculum focus and duplicates material in the STEM series and Preschool Planning Essentials classes.)



### Infant and Toddler Care 45 Hours

Gain the skills necessary to work with infants and toddlers at home or in a child care center. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers. You must successfully complete all course requirements to receive a certificate. Aligns with Md Staff Credential (proposed) levels 2-4. Textbook is included and will be provided as a free download. 4.5 CEUs. \$250

■ Jul 16-Aug 27

#4547 ZB 702 7490

Online

(Online class section has optional orientation meeting on the first class date, 6:30-8:30pm in Hickory Ridge.)

■ Wed 6:30pm-9:45pm, Jul 16-Aug 27

#4548 ZB 702 J1773

Laurel College Center

(In this class, you will complete half the hours in class and the other half online with instructor guidance. Attendance is mandatory at weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in this course.)

### School Age Child Care Curriculum 45 Hours

Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. You must successfully complete all course requirements to receive a certificate. Aligns with Md Staff Credential (proposed) levels 2-4. Purchase textbook prior to class. 4.5 CEUs. \$250 (includes \$90 in fees\*)

■ Jul 1-Aug 12

#4559 ZB 717 7481

Online

(Online class section has optional orientation meeting on the first class date, 6:30pm-8:30pm in Hickory Ridge.)

### 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. Purchase textbook prior to class. 4.5 CEUs. \$250 (includes \$90 in fees\*)

■ Jul 10-Aug 14

#4543 ZB 673 7482

Online

(This online class has no classroom meetings. Begin work online as of the first class date. Login instructions and instructor's contact information will be emailed the week before class begins.)

### Announcing: Credential Boosters

Try these new three-hour classes 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, which will become effective in 2014. Look for "Credential Boosters" in the course descriptions.

### The Child Care Provider as a Professional

Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. MSDE Core of Knowledge: Pro 3 hrs. This new Credential Boosters course aligns with Md Staff Credential: (proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jun 3

#4246 ZB 731 7280

Gateway Campus

### Cultural Competencies and Awareness

Increase your awareness and ability to work effectively with the diverse families in our community, by identifying and developing strategies that will promote cultural competency. Apply anti-bias, diversity and inclusion practices, promote child self-concept and esteem, and plan multi-cultural activities. MSDE Core of Knowledge: Com 3 hrs. This new Credential Boosters course aligns with Md Staff Credential: (proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jun 17

#4248 ZB 732 7281

Gateway Campus

## Family & Community Partnerships

Learn how to access the many helpful resources that are available right in our community that can benefit children and families, and how to be an advocate for parents and children with ongoing needs related to health, education and referral services. MSDE Core of Knowledge: Com 3 hrs. This new Credential Boosters course aligns with Md Staff Credential:(proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jun 24  
#4250 ZB 733 7282

Gateway Campus

## Observation and Assessment Birth-12

Systematic, objective observation of children is key to evaluating their development and planning learning activities. Become equipped with observation and assessments tools, appropriate methods of collecting and interpreting information, and gain a better understanding of the purpose of on-going assessment. MSDE Core of Knowledge: Ch Dev 3 hrs .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jul 8  
#4565 ZB 725 7487

Gateway Campus

## Developmentally Appropriate Practice

This course looks closely at what the term Developmentally Appropriate Practices "DAP" really means in the context of working with children of all ages and abilities. Learn the national standards and the role of the teacher, including practical strategies you can apply to support each child's learning and development at every age and stage. MSDE Core of Knowledge: Curric 3 hrs. This new Credential Boosters course aligns with Md Staff Credential (proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jul 15  
#5021 ZB 724 7491

Gateway Campus

## Including All Children and the ADA

This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. MSDE Core of Knowledge: SN 3 hrs. This new Credential Boosters course aligns with Md Staff Credential (proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jul 22  
#5019 ZB 722 7492

Gateway Campus

## Introduction to Environmental Rating Scales

Maryland has identified the ERS environmental rating scales as a quality improvement tool for child care programs participating in MD EXCELS. Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas needing improvement, and increase your program's quality. MSDE Core of Knowledge: Pro 3 hrs. This new Credential Boosters course aligns with Md Staff Credential (proposed) levels 2,3,4, and with MD EXCELS Program Accreditation standard quality rating levels 3-5. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Jul 29  
#5018 ZB 721 7493

Gateway Campus

## Age and Developmentally Appropriate Supervision

Become informed about the Maryland state child care regulations related to appropriate supervision of children of all ages and stages and learn to take an active role and apply best practices to keep children playing and learning safely. MSDE Core of Knowledge: Ch Dev 3 hrs. This new Credential Boosters course aligns with Md Staff Credential:(proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Aug 5  
#4568 ZB 728 7494

Gateway Campus

## Resources That Guide Daily Planning

This course is designed to provide child care and early childhood education professionals with an explanation of key concepts of curriculum planning and implementation, including frameworks, standards, guidelines, planning tools and state-approved curriculum resources aimed to promote quality programming and enhanced learning. MSDE Core of Knowledge: Curric 3 hrs. This new Credential Boosters course aligns with Md Staff Credential (proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Aug 12  
#5020 ZB 723 7495

Gateway Campus

## Playground Safety

Become more prepared to plan for a fun and safe playground, and learn the role of the child care provider in supervising and implementing safety procedures, from age appropriate and accessible playground equipment to appropriate supervision, and safety checks. MSDE Core of Knowledge: HSN 3 hrs. This new Credential Boosters course aligns with Md Staff Credential:(proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Aug 19  
#4569 ZB 729 7496

Gateway Campus

## Taking Learning Outside

Look beyond the slide and climber to the many ways outdoor learning environments and play spaces can be used to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. MSDE Core of Knowledge: Curric 3 hrs. This new Credential Boosters course aligns with Md Staff Credential:(proposed) levels 2, 3, 4. .3 CEUs. \$30 (fee based, no waivers)

■ Tue 6:30pm-9:45pm, Aug 26  
#4567 ZB 727 7497

Gateway Campus

## Preschool Curriculum Planning Essentials

Gain an overview of the fundamental components of curriculum planning for preschool age children. Topics include: developmentally appropriate practices, the learning environment, teacher strategies, activity planning and unit planning. This course may be combined with the 6 STEM classes to complete the Curriculum half of 90 hours required by MSDE for the child care teachers working with preschoolers or may be taken alone as Continued Training. You must attend all class hours and successfully complete all assignments to receive a certificate. Course materials provided in class. (This course duplicates some of the material covered in Preschool Curriculum & Activities 45 hrs.) MSDE Core of Knowledge: 9 hours Curriculum. .9 CEUs. \$80 (includes \$50 in fees\*)

■ Tue,Thu,Fri 6:30pm-9:45pm, Jul 15-Jul 18  
#4558 ZB 716 7472

Gateway Campus



# STEM KIDS



## Hot Topics!

### SCIENCE • TECHNOLOGY ENGINEERING • MATH

#### Curriculum for Child Care & Learning

This group of courses is designed to help child care professionals and parents develop curriculum learning activities to support the critical thinking skills young children need for school readiness and success. Develop your skills to excite young minds with the wonders of science, technology, engineering, and mathematics (STEM) and design developmentally-appropriate curriculum activities that build on children's natural curiosity and desire to explore, invent and create. Each course earns 6 clock-hours of MSDE-approved continued training content for child care providers.

Take just one, some, or all of them. Add on Preschool Curriculum Planning Essentials and earn half of 90 hours. See the course listings for schedules and details.

## Planting the Seeds of STEM (Science, Technology, Engineering & Math)

Children love to invent and explore, and can develop thinking skills that are linked to school readiness and success through guided play activities. In this course, family child care, preschool, school child care teachers and parents are introduced to the concept of STEM thinking skills and the basics of planning a science, technology, engineering and mathematics (STEM) curriculum. This overview provides the foundation for planning and implementing developmentally-appropriate activities that will enhance the development of STEM thinking skills in children. *The Planting the Seeds of STEM Guide* will be provided in class. May count toward 45 hrs. Curriculum for Preschool (see ZB 718.) MSDE Core of Knowledge: 6 hrs.: 2 hrs. Ch Dev, 4 hrs. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue,Thu 6:30pm-9:45pm, Jul 22-Jul 24

#4553 ZB 710 7473

Gateway Campus

## The S in STEM: Science Questions

Why do children ask so many questions? Because they are natural scientists! Practice using the process of inquiry and curriculum activities with everyday materials to help children sharpen their observation and reasoning skills through sensory exploration. In this hands-on course, child care professionals and parents plan age-appropriate ways to examine physical and life sciences with children and focus on science activity planning, the S in STEM (Science, Technology, Engineering and Math). A student guidebook will be provided in class. May count toward 45 hrs. Curriculum for Preschool (see ZB 718.) MSDE Core of Knowledge: 2 hr. Child Dev., 4 hr. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue,Thu 6:30pm-9:45pm, Jul 29-Jul 31

#4554 ZB 711 7474

Gateway Campus

## The T in STEM: Tekkies, From Cave Kids to 21st Century

Throughout history, technology - the T in STEM (Science, Technology, Engineering and Math)- has provided a set of tools to enhance and manage play and learning activities for children and their caregivers. In this course, child care providers and parents learn activities to introduce children to technology concepts, from the first tools to computers and beyond, and apply these concepts to plan activities that develop children's higher order thinking skills as they play. A student guidebook will be provided in class. May count toward 45 hrs. Curriculum for Preschool (see ZB 718.) MSDE Core of Knowledge: 2 hr. Child Dev., 4 hr. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue,Thu 6:30pm-9:45pm, Aug 5-Aug 7

#4555 ZB 712 7475

Gateway Campus

## The E in STEM: Engineering, How We Do That

Take a child's imagination, couple it with a problem to solve and you have the foundation to help children practice the thinking skills of an engineer and connect problem solving to their science, technology and math skills (STEM). Learn to use well-known stories, such as, *The Three Little Pigs* to help children engineer solutions to design problems and go beyond building with blocks to plan engaging projects for children. A student guidebook will be provided in class. May count toward 45 hrs. Curriculum for Preschool (see ZB 718.) MSDE Core of Knowledge: 2 hrs Ch. Dev. 4 hrs. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue,Thu 6:30pm-9:45pm, Aug 12-Aug 14

#4556 ZB 713 7476

Gateway Campus

## The M in STEM: Math Every Way, Throughout the Day

Children are natural mathematicians who use math concepts in their play every day, and there are many opportunities for child care teachers and parents of preschoolers to help children develop these skills as they play. Examine and design developmentally-appropriate learning activities to engage children in play during every part of their day, with Counting Adventures, Discovering Numbers, Size Matters, Seeing Shapes and Patterns, and original activities designed in class. A student guidebook will be provided in class. May count toward 45 hrs. Curriculum for Preschool (see ZB 718.) MSDE Core of Knowledge: 2 hrs. Ch Dev, 4 hrs. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue,Thu 6:30pm-9:45pm, Aug 19-Aug 21

#4552 ZB 709 7477

Gateway Campus

## STEAM Ahead With Arts Activities

Paint with chemistry and dance with mathematics? Of course! Discover the natural connection between the arts and science, technology, engineering, and mathematics (STEM) activities that contribute to school readiness and success and are the foundation of creativity and invention. Child care providers and parents can join the movement to incorporate the arts into learning activities for children, and turn STEM into STEAM. A student guidebook will be provided in class. May count toward 45 hrs. Curriculum for Preschool (ZB 718.) MSDE Core of Knowledge: 2 hrs. Child Dev, 4 hrs. Curric. .6 CEUs. \$59 (includes \$45 in fees\*)

■ Tue, Thu 6:30pm-9:45pm, Aug 26-Aug 28

#4557 ZB 714 7478

Gateway Campus

## Meet Our Instructor: Sylvia Carter



**Sylvia Carter** teaches the **Credential Boosters** courses, a selection of three-hour classes focusing on critical topics for child care professionals that contribute to advancement in the Maryland Child Care Credential. Ms. Carter has an M.A. in School & Community Education/Early Childhood from Trinity University. Her extensive career experience in early childhood education includes training and technical assistance to early childhood programs, Head Start teacher training and program consultancy, management of federally funded regional and national programs and development of training materials for staff and administration.

**What makes her class special:** Ms. Carter's classes combine both the practical and professional, and students benefit from her expertise in developing successful relationships with families and communities. In her class, students enjoy hands-on experiences, coupled with exploration of best practices that can be applied on the job.

### Group Training

Ms. Carter also serves as the instructor of the Howard County Family Child Care Association's monthly member education program.

Her work with the organization has been described as "wonderful, A+."

You can arrange for your employees or organization members to take our courses at your location, at the college or even online. You can also gain customized training, tailored exclusively to your organization's needs and stretch your staff budget by training groups at one low cost. For more information, call 443-518-4049 or email [knavarro@howardcc.edu](mailto:knavarro@howardcc.edu).

## 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: 4 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. 2.4 CEUs. \$200 (includes \$90 in fees\*)

■ Jul 12-Jul 26

#4545 ZB 696 7484

Online

(Online class section has optional orientation meeting on the first class date, time TBD at the Gateway Campus. Instructions will be emailed to students the weekend before class begins.)

■ Sat 9am-1pm, Jul 12-Jul 26

#4546 ZB 696 7485

Gateway Campus

(In this section, you will complete half the hours in class and the other half online with instructor guidance. Optional computer lab sessions are available for one hour after class. Attendance at optional sessions is not required.)

**Don't Need the Whole Series?  
Register for Individual Modules.**

## Family Child Care-Child Development

Module 1 (Child Development) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 9am-1pm, Jun 14

#0801 ZB 663 J1766

Laurel College Center

■ Sat 9am-1pm, Aug 2

#4537 ZB 663 J1766

Laurel College Center

## Family Child Care-Curriculum

Module 2 (Curriculum) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 1:30pm-5:30pm, Jun 14

#0124 ZB 664 J1766

Laurel College Center

■ Sat 1:30pm-5:30pm, Aug 2

#4538 ZB 664 J1767

Laurel College Center

## Family Child Care-Health, Safety and Nutrition

Module 3 (Health, Safety & Nutrition) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 9am-1pm, Jun 21

#0125 ZB 665 J1768

Laurel College Center

■ Sat 9am-1pm, Aug 9

#4539 ZB 665 J1768

Laurel College Center

## Family Child Care-Special Needs

Module 4 (Special Needs) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 1:30pm-5:30pm, Jun 21

#0126 ZB 666 J1766

Laurel College Center

■ Sat 1:30pm-5:30pm, Aug 9

#4540 ZB 666 J1769

Laurel College Center

## Family Child Care-Professionalism

Module 5 (Professionalism) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 9am-1pm, Jun 28

#0127 ZB 667 J1770

Laurel College Center

■ Sat 9am-1pm, Aug 16

#4541 ZB 667 J1770

Laurel College Center

## Family Child Care-Community

Module 6 (Community) 4 clock-hours. .4 CEUs. \$40 (fee based, no waivers)

■ Sat 1:30pm-5:30pm, Jun 28

#0128 ZB 668 J1771

Laurel College Center

■ Sat 1:30pm-5:30pm, Aug 16

#4542 ZB 668 J1771

Laurel College Center

## Sudden Infant Death Syndrome (SIDS)

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age. .2 CEUs. \$20 (fee based, no waivers)

■ Jul 1-Aug 23

#4535 ZB 661 7480

Online

(This is an online course that you complete at your own pace, with instructor guidance, and takes approximately two hours to complete, although completion times may vary. Include your email address on your registration to receive login instructions. You may register for and begin this class anytime between the first and last class dates. Once you have completed the course work, your instructor will be notified to review it and notify you of your results, and will issue a certificate of completion. You will need access to a computer, the internet and email to take this course.)

■ Sat 2pm-4pm, Jul 12

#4536 ZB 661 7486

Gateway Campus

(In this section all class hours are conducted in the classroom.)

## Heartsaver First Aid CPR AED

Designed for anyone with limited or no medical training who needs a course completion card in First Aid, CPR, AED use to meet job, regulatory or other requirements. Learn critical skills to respond to and manage a first aid, choking or sudden cardiac emergency involving infants, children or adults. American Heart Association First Aid CPR AED card valid for two years issued upon successful completion. .6 CEUs. \$80 (includes \$50 in fees\*)

■ Sat 9am-3:45pm, Aug 2

#4528 XH 182 7488

Hickory Ridge

## 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? Call 443-518-4049.***

## 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. .9 CEUs. \$80 (includes \$65 in fees\*)

■ Aug 16-Aug 30

#4532 ZB 654 7479

Online

(Students will receive an email with instructions the weekend before class begins.)

## Computer Projects for Teachers

Do you want to make materials, visuals or charts to use in your program, to plan and organize activities, or to use ePortfolios to track child progress? Perhaps you would like to tackle a project to make your work day with the children and parents go a bit smoother. Whether you are a teacher in a child care or a K-12 school setting, in this course you can design and produce a project using a computer. Computer lab provided. MSDE Core of Knowledge: 9 hrs. COM; counts as 9 hrs. of Communication Skills. .9 CEUs. \$80 (includes \$65 in fees\*)

■ Sat 9am-2pm, Aug 16-Aug 23

#4574 ZB 736 7483

Gateway Campus

## Emergency Preparedness Training for Child Care Providers

This course provides 6 clock-hours of MSDE-approved training in Emergency and Disaster Preparedness for child care. Become better prepared to keep children safe and secure in the event of emergency or disaster situations. Develop a written emergency plan for your child care setting and plan for the unique needs of children during emergency situations. Bring these items to class for your personal plan: your MSDE child care facility license number, two evacuation locations with address and phone number; family providers should also bring telephone numbers of a neighbor and a substitute. .6 CEUs. \$40 (fee based, no waivers)

■ Sat 9am-3:30pm, Aug 23 \*\*\$40

#4534 ZB 655 J1772

Laurel College Center

(Bring a bag lunch.)

## Medication Administration

Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. MDSE Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. HSN. .6 CEUs. \$80 (includes \$55 in fees\*)

■ Sat 9am-3:30pm, Jul 26

#5339 ZB 737 J1793

Laurel College Center

**Info at Your Fingertips**  
Is Just a Click Away, 24/7!  
For more information about  
Child Care classes, email:  
**childcareclasses@howardcc.edu.**



**Child Care Class schedule—  
Get there from here on the go!**

## 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.

## CERTIFICATIONS & LICENSES

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

Howard Community College and the Mediation and Conflict Resolution Center offer 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.A. in public administration, M.Ed. in counseling, and a J.D. 40 credit hours (category 1) approved by the Maryland Board of Social Work Examiners. 40 Continuing Education Hours approved by the Board of Examiners of Psychologists. Register two weeks early and receive a \$50 tuition discount! 4.0 CEUs. \$875 (includes \$190 in fees\*)

■ Thu, Fri 6:30pm-9:45pm & Sat 8:30am-5pm, May 29-Jun 14  
#3723 XI 114 7137 Gateway Campus  
(Register by May 14 and receive a \$50 Early Bird Discount.)

### OSHA Compliant Forklift Operator Training

The Occupational Safety and Health Administration (OSHA) requires that anyone who operates or plans to operate a powered industrial lift truck be trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. This one-day class consists of formal classroom training (part one), including videos, discussions and lecture on safe operation of the industrial powered, sit down rider lift truck, and practical training (part two) which is hands-on operation, demonstration, and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate for parts one and two and wallet card at the successful completion of the class. Students will need to be evaluated (part three) in their workplaces in order to complete the certification. Students must be 18-years-old and have the equivalent of high school English reading and speaking skills. Lunch is provided. No refund five days prior to class starting. Call 443-518-4971 for more information. .6 CEUs. \$149 (includes \$80 in fees\*)

■ Thu 8am-3pm, Jun 12  
#3931 XM 105 8981 Alliance Material Handling  
■ Thu 8am-3pm, Aug 7  
#5839 XM 105 8982 Alliance Material Handling

### CDL Learner's Permit Prep

Prepare for the MVA, CDL Class-A or B Commercial Driver permit exam. Topics include general knowledge, air brakes, transporting passengers, and combination vehicles. We recommend you obtain a CDL Learners Manual at the local MVA office and read sections 1-6 before class starts. \$70 (includes \$40 in fees\*)

■ Wed, Fri 6pm-9pm, Jun 25-Jun 27  
#4888 ZB 110 M1796 Laurel College Center  
■ Wed, Fri 6pm-9pm, Aug 20-Aug 22  
#4889 ZB 110 M1798 Laurel College Center

## Computers & Information Technology

### COMPUTER & TECHNOLOGY BASICS

#### Overview of the Personal Computer

If you have never used a personal computer, this is the course for you. Major emphasis is on the PC keyboard. The personal computer as a system, software applications, operating system functions and conventions, basic Window's concepts, and the Internet are discussed. If you are a computer novice, it is highly recommended that you take this course and that you have keyboarding experience before enrolling in any other computer course. This is a limited hands-on course. \$123 (includes \$90 in fees\*)

■ Thu 6:30pm-9:30pm, Jul 10-Jul 17  
#9793 XA 743 6836 Hickory Ridge

#### Introduction to Keyboarding

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text and software are available at the HCC Bookstore. (T) \$144 (includes \$60 in fees\*)

■ Tue 6:30pm-9:30pm, Jun 17-Jul 22  
#5508 XA 355 J1413 Laurel College Center

#### 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\*)

■ Tue 9am-12pm, Jul 29  
#5068 XA 773 8450 Gateway Campus Lab B

#### Ready to Work Series

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

- XA 717 Working with Windows
- XA 869 Microsoft Word Level 1
- XA 872 Microsoft Excel Level 1
- XA 786 PowerPoint Presentations

Take all four courses to save \$60 and get a free on-line class! Please call 443-518-4680 immediately after registering to confirm your class schedule. 3.9 CEUs. \$650 (includes \$400 in fees\*)

■ Jul 7-Aug 22  
#4965 XA 738 8402 Gateway Campus



## Working With Windows 7

Microsoft Windows 7 is a powerful operating system and has many enhancements over previous versions. Explore using the helpful features and see how you can increase your productivity. 9 hours. .9 CEUs. \$150 (includes \$95 in fees\*)

- Mon, Wed 9:30am-3pm, Jun 2-Jun 4  
#3824 XA 717 8301 Gateway Campus Lab C
- Mon, Wed, Fri 6:30pm-9:30pm, Jul 21-Jul 25  
#4689 XA 717 J1894 Laurel College Center
- Tue, Thu 9:30am-3pm, Aug 5-Aug 7  
#5023 XA 717 8405 Gateway Campus Lab B

## Working With Windows 8

Learn about the basic features of the Windows 8 operating system. Explore the new Start screen, Charms bar, and desktop. Learn to organize and find files, apps and programs, and how to customize your desktop display. 9 hours. .9 CEUs. \$150 (includes \$95 in fees\*)

- Mon, Wed 9:30am-3pm, Jun 16-Jun 18  
#3826 XA 801 8303 Gateway Campus Lab B
- Wed, Fri 9:30am-3pm, Jul 9-Jul 11  
#5022 XA 801 8404 Gateway Campus Lab C
- Wed, Fri 9:30am-3pm, Aug 13-Aug 15  
#5024 XA 801 8406 Gateway Campus Lab A

## How to Set Up Your iPhone/iPad Smart Device

Do you have an iPhone or iPad? Learn how to set it up, use it, download apps (applications/programs), remove apps, find great free apps, find help, and more. \$99\*\* (fee based, no waivers)

- Mon 6:30pm-9:30pm, Aug 18-Aug 25  
#5045 XE 502 8427 Gateway Campus Lab C

## OFFICE APPLICATIONS

### Microsoft Word Level 1

Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows. 1.2 CEUs. \$215 (includes \$120 in fees\*)

- Mon, Tue 9am-4pm, Jun 9-Jun 10  
#3828 XA 869 8305 Gateway Campus Lab B
- Thu, Fri 9am-4pm, Jul 17-Jul 18  
#5025 XA 869 8407 Gateway Campus Lab B
- Wed, Thu 6:30pm-9:30pm, Jul 29-Aug 7  
#4687 XA 869 J1892 Laurel College Center

### Microsoft Word in a Day

This fast-paced course will get you up to speed quickly. Learn to create, edit and print documents taking advantage of Microsoft Word's most useful features. Prerequisite: Microsoft Windows. .6 CEUs. \$130 (includes \$80 in fees\*)

- Mon 9am-4pm, Aug 4  
#5026 XA 782 8408 Gateway Campus Lab B
- Mon 9am-4pm, Aug 25  
#5027 XA 782 8409 Gateway Campus Lab E

### Microsoft Word Level 2

Learn to create lines and columns, add graphics, and manipulate text, fonts, and styles to enhance the design layout of any project. Mail merge is also covered in this course. Prerequisite: Microsoft Word Level 1. 1.2 CEUs. \$215 (includes \$120 in fees\*)

- Thu, Fri 9am-4pm, Jun 19-Jun 20  
#3829 XA 870 8306 Gateway Campus Lab B

### Microsoft Word Level 2 in a Day

In just a day, learn to create lines and columns, add graphics, and manipulate text, fonts, 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 CEUs. \$130 (includes \$80 in fees\*)

- Mon 9am-4pm, Aug 11  
#5028 XA 783 8410 Gateway Campus Lab B

### 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\*)

- Thu 9am-4pm, Jun 26  
#3830 XA 616 8307 Gateway Campus Lab B
- Mon 9am-4pm, Aug 18  
#5029 XA 616 8411 Gateway Campus Lab B

### Microsoft Excel Level 1

Learn to create, modify, print, and format worksheets, use templates, styles and AutoFormats, and find and replace data. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. \$215 (includes \$120 in fees\*)

- Tue, Thu 9am-4pm, Jun 3-Jun 5  
#3838 XA 872 8314 Gateway Campus Lab A
- Mon, Wed 9am-4pm, Jul 21-Jul 23  
#5030 XA 872 8412 Gateway Campus Lab B
- Tue, Thu 6:30pm-9:30pm, Aug 12-Aug 21  
#4688 XA 872 J1893 Laurel College Center

### Microsoft Excel in a Day

Learn to create, edit, save and retrieve spreadsheets. Basic printing commands, graphs, and charts will be introduced. This class moves at a quicker pace than our regular 2-day classes. Prerequisite: Microsoft Windows. .6 CEUs. \$130 (includes \$80 in fees\*)

- Mon 9am-4pm, Jun 23  
#3896 XA 784 8318 Gateway Campus Lab E
- Tue 9am-4pm, Jul 15  
#5033 XA 784 8415 Gateway Campus Lab B
- Tue 9am-4pm, Aug 26  
#5034 XA 784 8416 Gateway Campus Lab E

### Microsoft Excel Level 2

Learn how to create three-dimensional formulas, display multiple workbooks, filter lists using autofilter and outline data. You will also learn how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Microsoft Excel Level 1 or equivalent. 1.2 CEUs. \$215 (includes \$120 in fees\*)

- Thu, Fri 9am-4pm, Jun 12-Jun 13  
#3839 XA 873 8315 Gateway Campus Lab B
- Wed, Fri 9am-4pm, Aug 6-Aug 8  
#5032 XA 873 8414 Gateway Campus Lab B

### Microsoft Excel Level 2 in a Day

Learn how to use advanced features of Excel, including templates; sorting and filtering; importing and exporting; advanced formulas; analysis tools; and collaboration. This class moves at a quicker pace than our regular two-day classes. Prerequisite: Microsoft Excel Level 1 in a Day. .6 CEUs. \$130 (includes \$80 in fees\*)

- Tue 9am-4pm, Aug 19  
#5035 XA 865 8417 Gateway Campus Lab B

### Microsoft Excel Level 3

Learn how to import and export data, and how to query external databases. Work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Find out about data validation and database functions such as DSUM. Also, explore the analytical features of Excel (such as Goal Seek and Solver), Smart-Art graphics, and conditional formatting with graphics. Prerequisite: Microsoft Excel Level 2. 12 hrs. 1.2 CEUs. \$230 (includes \$115 in fees\*)

- Tue, Thu 9am-4pm, Jun 24-Jun 26  
#3843 XA 877 8320 Gateway Campus Lab C
- Mon, Wed 9am-4pm, Aug 25-Aug 27  
#5036 XA 877 8418 Gateway Campus Lab B

### PowerPoint Presentations

Create and modify presentation slides that combine text, clip art drawings, tables, charts, and graphs. Learn to run a basic PowerPoint presentation. Prerequisites: Microsoft Windows experience and basic knowledge of Microsoft Word. .6 CEUs. \$130 (includes \$80 in fees\*)

- Mon, Wed 6:30pm-9:30pm, Jun 2-Jun 4  
#3846 XA 786 8323 Gateway Campus Lab D
- Fri 9am-4pm, Jun 6  
#3897 XA 786 8324 Gateway Campus Lab E
- Thu 9am-4pm, Jul 24  
#5037 XA 786 8419 Gateway Campus Lab B
- Wed 9am-4pm, Aug 20  
#5038 XA 786 8420 Gateway Campus Lab B

### PowerPoint Presentations Level 2

Learn to build your own design template and apply it to an existing presentation. Create slides with special effects, run various slide shows, and create presentations for the web. Prerequisite: Introduction to PowerPoint or equivalent. 6 hours. .6 CEUs. \$130 (includes \$80 in fees\*)

- Tue 9am-4pm, Jun 24  
#3847 XA 787 8325 Gateway Campus Lab D
- Thu 9am-4pm, Aug 28  
#5040 XA 787 8422 Gateway Campus Lab B

## DATABASES

### Access Database Professional Series

Take all three courses below to receive a certificate of completion and a 10% discount on the third course. Call 443-518-4973 to find out more.

### Microsoft Access Level 1

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

- Mon, Wed 9am-4pm, Jun 2-Jun 4  
#3960 XA 874 8380 Gateway Campus Lab B
- Mon, Wed 9am-4pm, Jul 28-Jul 30  
#5041 XA 874 8423 Gateway Campus Lab B

### 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, Aug 26-Aug 28  
#5042 XA 875 8424 Gateway Campus Lab B

### Microsoft Access Level 3

Learn how to design database applications, use the Performance Analyzer and subform controls. Also create macro groups, dialog boxes to filter records, create switchboards and control tips. Finally, learn to protect databases with passwords, assign user permissions and replicate databases. Prerequisite: Microsoft Access Level 2. 12 hrs. 1.2 CEUs. \$230 (includes \$115 in fees\*)

- Tue, Thu 9am-4pm, Jun 10-Jun 12  
#3851 XA 876 8375 Gateway Campus Lab D
  - Tue, Thu 9am-4pm, Jun 10-Jun 12 \*\*\$207  
#3852 XA 876 8376 Gateway Campus Lab D
- (To register for this section you must have registered for XA-874 and XA-875.)

### Introduction to MS-SQL

It's difficult to know where to start when designing a relational database and easy to make the mistake of assuming that the functionality of a database will take shape over time or fall into the database is built. This course covers the steps to effectively plan and design functional, efficient databases. Topics will include: an introduction to SQL and relational database management systems, the fundamentals of SQL concepts and principles, and creating and altering RDBMS objects. Prerequisites: General understanding of operating systems and some familiarity with data tables and how to create queries. (T) \$150 (includes \$80 in fees\*)

- Mon 6:30pm-9:30pm, Jul 7-Jul 28  
#4657 XA 933 M1891 Laurel College Center

### Online Database Courses

**Introduction to Crystal Reports**  
**Introduction to SQL**  
**Introduction to Oracle**

Classes start Jul 16 & Aug 20.

Go to [ed2go.com/howardcc](http://ed2go.com/howardcc)  
or call 443-518-4680 for registration information.

## 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. \$295 (includes \$195 in fees\*)

- Tue, Thu 9am-4pm, Jun 3-Jun 5  
#3855 XA 431 8331 Gateway Campus Lab B
- Tue, Thu 9am-4pm, Jul 29-Jul 31  
#5433 XA 431 8451 Gateway Campus Lab B

## PROJECT MANAGEMENT

**Microsoft Project**

Project Management helps organizations control and conserve resources. Using Project, learn to use tools that will help you create projects, organize schedules, assign tasks and resources, and produce reports. Prerequisites: Windows experience. 18 hours. 1.8 CEUs. \$495 (includes \$240 in fees\*)

■ Mon, Tue, Thu 9am-4pm, Jun 9-Jun 12  
 #3867 XA 475 8382 Gateway Campus Lab C  
 ■ Tue, Wed, Fri 9am-4pm, Aug 5-Aug 8  
 #5049 XA 475 8431 Gateway Campus Lab C

## WEB/VIDEO/GRAPHICS

**Adobe Acrobat**

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

■ Fri 9am-4pm, Jul 18  
 #5060 XA 896 8442 Gateway Campus Lab D

**Adobe Acrobat Level 2**

This course prepares users to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing. Prerequisite: Adobe Acrobat .6 CEUs. \$155 (includes \$120 in fees\*)

■ Fri 9am-4pm, Aug 15  
 #5061 XA 305 8443 Gateway Campus Lab D

**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\*)

■ Tue, Thu 9am-4pm, Jul 22-Jul 24  
 #5062 XA 919 8444 Gateway Campus Lab D

**InDesign Level 2**

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

■ Tue, Thu 9am-4pm, Jun 10-Jun 12  
 #3889 XA 920 8368 Gateway Campus Lab D

**Introduction to Adobe Illustrator**

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

■ Mon, Wed 9am-4pm, Aug 11-Aug 13  
 #5063 XA 487 8445 Gateway Campus Lab D

**Photoshop Elements**

Learn how to improve the images you've taken with Adobe's Photoshop Elements. Discover basic techniques for cropping, removing red eye, and making brightness and contrast adjustments. .6 CEUs. \$135 (includes \$90 in fees\*)

■ Mon 6pm-9pm, Aug 4-Aug 11  
 #5047 XA 943 8429 Gateway Campus Lab E

**Introduction to Adobe Photoshop**

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

■ Tue, Thu 9am-4pm, Jul 29-Jul 31  
 #5055 XA 489 8437 Gateway Campus Lab D

**Photoshop: Level 2**

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

■ Tue, Thu 9am-4pm, Jun 17-Jun 19  
 #3880 XA 629 8359 Gateway Campus Lab D  
 ■ Tue, Thu 9am-4pm, Aug 19-Aug 21  
 #5056 XA 629 8438 Gateway Campus Lab D

**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 is course is a prerequisite for level 2. 1.2 CEUs. \$200\*\* (fee based, no waivers)

■ Tue 6:30pm-9:30pm, Jul 15-Aug 5  
 #5043 XE 228 8425 Gateway Campus Lab D

**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.

## Digital Photography: Level 2

Learn how to take great photos using advanced manual exposure, lighting techniques (flash, reflective, natural), exposure bracketing, metering, custom white balance, compositional techniques and the use of props, taking better close-ups, group portraits, and great landscape and nature shots. Get the most out of your zoom lenses and learn some basic photo editing techniques. This class is perfect for those with a digital SLR (dSLR) or more advanced point-and-shoot digital cameras with aperture priority (Av-A) and or shutter priority (Tv-S) and Manual exposure (M) modes. You'll have homework each week. There will be several shooting and lighting exercises. Bring camera, flash drive or memory card reader, cable to attach camera to computer, user manual, lenses, external flash, tripod, filters, etc., if you have them. Prerequisite: Digital Photography: Basics and must know aperture and shutter priority. 1.2 CEUs. \$200\*\* (fee based, no waivers)  
 ■ Tue 6:30pm-9:30pm, Aug 19-Sep 9  
 #5044 XE 229 8426 Gateway Campus Lab D

## HTML5 and CSS Level 1

HTML5 is the latest version of HTML and XHTML. HTML coding enables users to develop websites with greater efficiency, accessibility, and forward compatibility. Learn to build a web page 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. 6 hours. .6 CEUs. \$135 (includes \$100 in fees\*)  
 ■ Fri 9am-4pm, Jun 6  
 #3883 XA 701 8362 Gateway Campus Lab D  
 ■ Fri 9am-4pm, Jul 25  
 #5057 XA 701 8439 Gateway Campus Lab D  
 ■ Fri 9am-4pm, Aug 8  
 #5058 XA 701 8440 Gateway Campus Lab D

## HTML5 and CSS Level 2

In level 2, construct more complex websites that are easy to navigate and accessible. Create and format tables. Learn to produce enhanced web pages with Cascading Style Sheets (CSS). CSS is one of the most powerful tools a web designer can learn. Use this markup language used to format the look of web pages. This includes overall layout, text size, style, and formatting, table formatting, link properties, and more. Prerequisite: HTML5 and CSS Level 1. 6 hours .6 CEUs. \$135 (includes \$100 in fees\*)  
 ■ Fri 9am-4pm, Jun 20  
 #3885 XA 702 8364 Gateway Campus Lab D  
 ■ Fri 9am-4pm, Aug 22  
 #5059 XA 702 8441 Gateway Campus Lab D

## Creating Mobile Apps With HTML5

Discover a better way to build mobile apps that run on the iPhone and iPad, as well as on Android, Blackberry, and Windows phones. Learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer. **After paying for your course,**

**please visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account.** For more information, please call 443-518-4680. \$120 (includes \$90 in fees\*)

■ Wed, Fri, Jun 18-Jul 25	
#3788 XO 128 4752	Online
■ Wed, Fri, Jul 16-Aug 22	
#4951 XO 128 4854	Online
■ Wed, Fri, Aug 20-Sep 26	
#4952 XO 128 4855	Online

## Web Design With Dreamweaver

Learn to design, build and manage web pages with this popular authoring application. Prerequisite: Microsoft Windows also HTML experience preferable. 12 hours. 1.2 CEUs. \$235 (includes \$150 in fees\*)  
 ■ Wed, Fri 9am-4pm, Jun 11-Jun 13  
 #3876 XA 785 8355 Gateway Campus Lab D

## Dreamweaver Level 2

Learn advanced website creation features available in Dreamweaver, including libraries and behaviors. In addition, you will learn many of the new features available within the HTML standard including style sheets and layers. Prerequisite: XA 785 Web Design With Dreamweaver. 12 hours. 1.2 CEUs. \$235 (includes \$150 in fees\*)  
 ■ Mon, Wed 9am-4pm, Jun 23-Jun 25  
 #3877 XA 790 8356 Gateway Campus Lab D

## jQuery Mobile Websites With Dreamweaver

Building mobile-friendly websites is the new frontier in web design. As more people adopt tablets and smart-phones, the demand for web designers who can build mobile-friendly sites to reach users on these devices is increasing. In this course, you'll use Dreamweaver and jQuery programs to reach this mobile audience. jQuery Mobile is the most widely used and effective technology for building mobile-friendly sites, with animation, mobile-friendly forms, and accessible navigation. **After paying for your course, please visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account.** For more information, please call 443-518-4680. \$120 (includes \$90 in fees\*)

■ Wed, Fri, Jun 18-Jul 25	
#3798 XO 113 4767	Online
■ Wed, Fri, Jul 16-Aug 22	
#4961 XO 113 4864	Online
■ Wed, Fri, Aug 20-Sep 26	
#4962 XO 113 4865	Online

## COLLABORATION

### Introduction to SharePoint 2010

This introductory course is designed for new SharePoint Services users and administrators who want to create and edit content as well as learn to manage a team site. Find out how to create a site and communicate with team members. You will work with lists and libraries. Learn to work remotely and how to customize your SharePoint environment. 1.2 CEUs. \$495 (includes \$340 in fees\*)  
 ■ Wed, Fri 9am-4pm, Jul 23-Jul 25  
 #5064 XA 203 8446 Gateway Campus Lab C



## SharePoint Level 2

This course will help SharePoint users in a variety of job roles who already have basic SharePoint site owner skills and are responsible for managing their workgroup SharePoint sites. Learn to create a site collection and manage basic site components. Also manage libraries, permissions, workflow, site usage, and discussion boards. 1.2 CEUs. \$595 (includes \$340 in fees\*)

■ Tue,Thu 9am-4pm, Jun 24-Jun 26

#3894 XA 211 8373

Gateway Campus Lab C

## Microsoft SharePoint Designer

Learn how to use basic features of the SharePoint Designer environment to quickly create design solutions without code. Design for a variety of common scenarios, from collaborative sites and web publishing to human workflows, all leveraging the building blocks available in SharePoint. Create and format SharePoint sites and sub sites, add content and link web pages. Get a quick start on SharePoint development projects and preserve a consistent look by controlling customization. (Check Microsoft website for free application download.) .6 CEUs. \$199 (includes \$170 in fees\*)

■ Thu 9am-4pm, Aug 14

#5065 XA 212 8447

Gateway Campus Lab C

## Microsoft Sharepoint Workflows

Microsoft SharePoint workflows make business processes more efficient by managing and tracking the human tasks involved with a process and then providing a record of that process when it completes. You can use various workflows to manage processes like document creation, expense reporting, employee vacations, and more. Using SharePoint 2010 Foundation and SharePoint Designer we will create and edit basic workflow solutions. .6 CEUs. \$199 (includes \$170 in fees\*)

■ Wed 9am-4pm, Aug 20

#5066 XA 214 8448

Gateway Campus Lab C

## Online Programming Courses

Introduction to ASP.NET  
Introduction to PHP and MySQL  
Introduction to Ajax Programming  
Introduction to Perl Programming  
Introduction to C# Programming  
Introduction to Java Programming  
Introduction to Python Programming  
Introduction to Ruby Programming

Classes start Jul 16 & Aug 20

Go to [ed2go.com/howardcc](http://ed2go.com/howardcc)

or call 443-518-4680 for registration information.

## ONLINE COMPUTER SECURITY/ CERTIFICATIONS

### PREPARE FOR CERTIFICATION EXAMS WITH THESE ONLINE CLASSES!

**Important: After paying for your course, visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account or call 443-518-4680 for information.**

### Basic A+ Certification:Hardware I

In this course you will learn about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. Students will learn how things work, how to configure everything, and how to troubleshoot in real world environments. Gain the knowledge you need for CompTIA A+ certification studies. Take that first step to becoming an excellent PC technician. \$164 (includes \$134 in fees\*)

■ Wed,Fri, Jun 18-Jul 25

#3778 XO 135 4737

Online

■ Wed,Fri, Jul 16-Aug 22

#4940 XO 135 4844

Online

■ Wed,Fri, Aug 20-Sep 26

#4941 XO 135 4845

Online

### Intermediate A+ Certification: Operating Systems

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off. Students will receive detailed information on installing and configuring hard drives and removable drives, and then spend the rest of the course knee-deep in Windows. Learn about the operating system from installation to operations, maintenance to troubleshooting. The course finishes with an in-depth look into installing, configuring, maintaining, and troubleshooting printers. This course is the second of the three steps you need to become a competent PC technician and prepare for the A+ certification exam. \$164 (includes \$134 in fees\*)

■ Wed,Fri, Jun 18-Jul 25

#3780 XO 136 4740

Online

■ Wed,Fri, Jul 16-Aug 22

#4942 XO 136 4846

Online

■ Wed,Fri, Aug 20-Sep 26

#4943 XO 136 4847

Online

### Advanced A+ Certification:Hardware/ OS II

Learn everything you need to know to select, install, and service video, sound, and portable computers. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares students for both the exams and for real life as a PC technician. \$164 (includes \$134 in fees\*)

■ Wed,Fri, Jun 18-Jul 25

#3782 XO 137 4743

Online

■ Wed,Fri, Jul 16-Aug 22

#4944 XO 137 4848

Online

■ Wed,Fri, Aug 20-Sep 26

#4945 XO 137 4849

Online

**Important: After paying for your course, visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account or call 443-518-4680 for information.**

### Network+ Certification Prep

This course prepares students to take and pass the challenging Network+ certification exam and become an excellent network technician. They'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, internet connections, network troubleshooting, and more. Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. \$164 (includes \$134 in fees\*)

■ Wed, Fri, Jun 18-Jul 25

#3784 XO 300 4746

Online

■ Wed, Fri, Jul 16-Aug 22

#4947 XO 300 4850

Online

■ Wed, Fri, Aug 20-Sep 26

#4948 XO 300 4851

Online

### Security+ Certification Prep

CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging exam. In this six-week course, students will learn what they need to know to prepare for the exam. Part 1 of 2 courses. \$164 (includes \$134 in fees\*)

■ Wed, Fri, Jun 18-Jul 25

#3786 XO 417 4749

Online

■ Wed, Fri, Jul 16-Aug 22

#4949 XO 417 4852

Online

■ Wed, Fri, Aug 20-Sep 26

#4950 XO 417 4853

Online

### Security+ Certification Prep 2

This course, the second of two courses, reviews the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. \$164 (includes \$134 in fees\*)

■ Wed, Fri, Jun 18-Jul 25

#3790 XO 106 4755

Online

■ Wed, Fri, Jul 16-Aug 22

#4953 XO 106 4856

Online

■ Wed, Fri, Aug 20-Sep 26

#4954 XO 106 4857

Online

Learning at home.  
Learning in the classroom.  
Learning for *success*.



If you want to maintain, stay competitive, or advance in your career, choose HCC for learning that works for you!

Visit [hcclearningworks.com](http://hcclearningworks.com)  
or call **443.518.1200**  
to take the next step!



*You Can Get There From Here.*

## Health Care Careers

### MEDICAL OFFICE SKILLS

#### Medical Coding and Billing Classroom-Based Courses ★ ACCELERATED TRAINING ★

##### Medical Coding/Billing Career Path

Employment of medical records and health information technicians is expected to increase 18 percent through 2016, faster than the average for all occupations. Rapid technology advancements create the need for trained professionals with the knowledge to code, bill, and correctly document the performance of these procedures and to pass potential audits by federal, as well as private, insurance payers.

##### What is a Medical Coder/Biller?

Medical coders and billers are part of the larger field of health information management and help with:

- Patients' health information (medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services)
- Health information data, ensuring quality, accuracy, accessibility, and security
- Communicating with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information
- Assigning a code to each diagnosis and procedure by using classification systems that determine the amount for reimbursement to healthcare providers if the patient is covered by Medicare, Medicaid, or other insurance programs

##### ICD-10 is Coming!

- ICD-10 will not be implemented until Oct. 2015.
- ICD-10 is a radically upgraded diagnostic and procedural medical coding system and will be mandated by the federal government for use in the healthcare industry in insurance processing, reimbursement and statistical data gathering.
- Take the required medical terminology prerequisite course now to prepare for the fall Anatomy and Pathophysiology for Medical Billers/Coders course and January coding courses.
- Coding courses will continue to focus on ICD-9. Training will cross-walk you through the ICD-10-CM & PCS code sets along with the ICD-9-CM codes.
- Courses, led by instructors with relevant field experience, will include approximately 500 plus hours of instruction to prepare students to be successful in the industry as well as the national certification exam given by the American Academy of Professional Coders (AAPC). After passing the exam, candidates earn the credential, Certified Professional Coder (CPC).

##### Courses to Complete

Strong computer and keyboarding skills plus internet access are required. For more information about our computer and keyboarding courses, go to page 12. You must also have thorough knowledge of medical terminology, human anatomy and pathophysiology of diseases,

regulations that govern the practice of medicine, and how to correctly code and bill for services provided. Register for one or all classroom courses and complete the series in 3-10 months. All courses are offered in sequence during fall, winter, and spring. Coding courses that will be offered this fall are offered for students who have successfully completed prerequisite courses during the winter and spring of 2014, or have passed the challenge exams. For further study, one or more prerequisite courses may be required.

- **Prerequisites:** Medical Terminology (held Aug – Oct) and Anatomy and Pathophysiology for Medical Billers/Coders (held Oct – Dec) are required before taking coding courses. Take the required medical terminology prerequisite course now to prepare for the fall Anatomy and Pathophysiology for Medical Billers/Coders course and coding courses beginning January 2015.
- **Medical Insurance Billing A-Z Plus** may be taken at any time and will help you seek employment while taking the coding courses.
- **Courses Coming This Fall:**
  - Medical Insurance Billing A-Z Plus
  - Anatomy and Pathophysiology for Medical Billers/Coders (Prerequisite for coding courses)
  - Coding classes for new students who have completed the prerequisites during winter and spring 2014 and experienced coders who are currently working in the industry and need training.

##### Certification

Successful students who complete all courses are eligible for:

- Taking the national coding certification exam after completing the Medical Insurance Billing A-Z Plus course and the coding courses listed in the fall brochure.
- 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 more information for financial aid for noncredit classes, visit [coned.howardcc.edu/financialaid](http://coned.howardcc.edu/financialaid) or call the Workforce Development Office and ask about eligibility for the W.I.A. program at 410-290-2620.



## Medical Terminology

Medical Terminology is the common denominator for all health care careers. This course provides the basics of medical terminology in preparation for any health care career and is a prerequisite to the on-site medical coding classes. It can also help those who want to upgrade skills for a current position, or gain knowledge to succeed in other medical courses. Emphasis is on learning the language of medicine in relation to the body systems, rather than rote memorization of terms in the diagnosis and treatment of medical conditions. This class uses computer technology to supplement and enhance class assignments and learning outcomes. You will access the college's supplemental website to review lectures and slides and to take required quizzes and tests throughout the course. No prerequisites. Purchase textbook and medical dictionary from the HCC Bookstore prior to first class. (T) 5.5 CEUs. \$480 (includes \$395 in fees\*)  
 ■ Mon, Wed 6pm-9:45pm, Aug 18-Oct 13 (No class Sep 1)  
 #5337 XH 126 7270 Gateway Campus

## COMING THIS FALL

Pharmacy Technician Training  
 Introduction to Dental Assisting & Radiology  
 and more!

## CHALLENGE EXAMS for Medical Terminology, Anatomy/Physiology for Medical Insurance Billers/Coders

Students who want to "test out" of prerequisite courses because of prior learning can take the challenge exam. The exam can only be taken once and is designed to test your level of competency and covers the course curriculum in-depth. Passing the exam with an 80% or better allows you to waive out of the class.

Please contact 443-518-4977 for dates and registration information.

### Medical Terminology Challenge Exam

\$69\*\* (includes \$60 in fees\*)

### Anatomy/Physiology for Medical Billers/Coders Challenge Exam

\$69\*\* (includes \$60 in fees\*)

## ONLINE Medical Coding & Billing and Transcription Training Programs

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

Train at home for an in-demand health care career. According to the U.S. Department of Labor, health care will generate 3.2 million new jobs by 2018. You can prepare for one of those career opportunities in one year! These online, self-paced courses are available 24 hours a day, 7 days a week.

### Online Medical Transcription

Become a Medical Transcriptionist through online learning. Successful completion of this program can give you the potential to make up to \$40,000 per year. The curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI, formerly the American Association of Medical Transcription, or AAMT).

**Medical Transcription Editor** \$2,795 (includes \$2,675 in fees\*)

### Online Medical Coding & Billing

Learn ICD-10CM and PCS Coding! This highly interactive online program will give you hands-on experience in the same software many medical facilities use. You will develop the knowledge and skills needed to meet and exceed the requirements for both the American Health Information Management Association (AHIMA) and American Academy of Professional Coder (AAPC) certification exams and get a job.

**Professional Medical Coding and Billing** \$2,795 (includes \$2,675 in fees\*)

Register for the Medical Transcription/Editor program or the Professional Medical Coding & Billing program to gain the skills you need in a year or less. Both programs begin on Oct 2 and Nov 14. Select the section date that works best for you. Refund policy does not apply to these courses.

NEW: We're now able to offer payment plans through our partnership with Career Step. For payment plan information and registration instructions, call June Lui at 443-518-4944 or email [clui@howardcc.edu](mailto:clui@howardcc.edu).

### WANT A FREE LAPTOP?

Register for a free **Information Session** for Medical Transcription/Medical Coding and Billing to find out how to get the FREE laptop and get all your questions answered about these online training programs. In this session you will learn more about each program, including the amount of time it takes to complete the program, the skills you need, and the career options available to you after successful completion. Free session, but registration required.

■ Thu 6:30pm-8:45pm, Aug 21  
 #5434 XE 423 7271

Gateway Campus



## PATIENT CARE

**ATTENTION, VETERANS!**

You may be eligible for veteran benefits for Certified Nursing Assistant Theory & Clinical. For more information, please contact us at 443-518-4514 or email [veteransaffairs@howardcc.edu](mailto:veteransaffairs@howardcc.edu).

**Why CNA at HCC?**

- Books Included
- CPR Certification Included
- On-site GNA Testing



**THE CNA BOOT CAMP IS HERE.  
COMPLETE REQUIRED CNA TRAINING  
IN 30 DAYS IN AUGUST!**

**Certified Nursing Assistant: Theory and Clinical**

As a Certified Nursing Assistant (CNA), you are on the front lines of patient care and provide critical services. This course, approved by the Maryland Board of Nursing, provides the training you need to effectively care for people in a variety of health care settings. You must successfully complete both Theory and Clinical sections to receive your certification. Please register for both at the same time. To take the CNA course, you must:

- Be 18 years or older and have a high school diploma or GED, social security number, complete immunizations (reviewed in class), and pass a criminal background check.
- **Pass basic reading and math exams before registering.** (Allow two hours to complete the test). Call Kathy Krasney at 443-518-4919 to schedule an appointment and identify yourself as a CNA student (current photo ID required for testing). **You must take the test and register at least one week before the class start date.**
- Bring a credit or debit card and social security number to first class.

Expect additional course costs (discussed at first class) for criminal background pre-check for clinical placement, immunization and titer tests, Maryland Board of Nursing registry fee, full criminal background check, and required materials (stethoscope, uniform, and watch with second hand).

When you complete the CNA course, you will be well-prepared and eligible to take the State Geriatric Examination (\$95 exam fee) to become a Geriatric Nursing Assistant (GNA). A free GNA review class is offered to CNA students.

You may register after you have been notified that you passed the math and reading tests. **No refund five days prior to class starting.** 14.5 CEUs. \$1,500 (includes \$740 in fees\*)

**You must register for both Theory (XH 651) and Clinical (XH 652) at the same time.**

- THEORY: Mon-Thu 9am-3pm, Jun 30-Jul 31  
#5527 XH 651 7572 Nursing 232
- AND CLINICAL: Mon-Thu 7am-3pm, Aug 4-Aug 13  
#5528 XH 652 7573 TBA
- THEORY: Mon-Fri 8am-4pm, Aug 1-Aug 29  
#3076 XH 651 7070 Nursing 232
- AND CLINICAL: Mon-Fri 7am-3pm, Aug 21-29  
#4001 XH 652 7071 TBA

**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, and Child one- and two-person CPR techniques, barrier device, bag mask, (AED) Automatic External Defibrillation, and Airway Obstruction Management. Upon successful completion of the class you will receive a card good for two years from the American Heart Association. Although the certificate represents AHA certification, it does not constitute AHA endorsement or sponsorship. Textbook is optional and can be purchased at the HCC Bookstore; it is recommended for first-time students. (T) Individualized hands-on materials are used within this class. Half hour lunch break included in class time. No refunds five days before start date. .7 CEUs. \$130 (includes \$80 in fees\*)

- Sat 8:30am-4pm, Jul 12  
#4713 XH 454 7000 Hickory Ridge
- Sat 8:30am-4pm, Aug 02  
#4714 XH 454 7001 Hickory Ridge
- Sat 8:30am-4pm, Aug 30  
#4715 XH 454 7002 Hickory Ridge

**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.

# Mount Airy College Center for Health Care Education

Train for a rewarding career in health care! The new Mount Airy College Center for Health Care Education, a partnership between Carroll, Frederick, and Howard Community Colleges, provides affordable health care instruction in a convenient location with state-of-the-art labs and classrooms.

**The cost of courses offered at the Mount Airy College Center for Health Care Education may differ from the cost of the same courses when offered at the home campus.**



1902 Back Acre Road  
Mt. Airy, MD 21771  
855-751-0002  
mtairycollegecenter.com



## Summer Noncredit Continuing Education Classes and Short-Term Training

**Textbooks, when required, are included in the cost of all Mount Airy College Center courses and provided in class.**

### MEDICAL OFFICE SKILLS

#### Medical Coding for the Physician's Office—AAPC

Prepare for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-9 and HCPCS to describe and document medical services. Cost includes first year's membership in AAPC, textbooks and certification exam. The certification exam will be scheduled two weeks following the last class, on a Saturday. Prerequisite: Medical Terminology for Health Careers. 10.0 CEUs. \$1,875 (includes \$745 in fees\*)

■ Tue 5:30pm-9:45pm & Sat 8am-12:15pm, Jul 8-Oct 4  
(No class Aug 30)  
#5363 XH 167 Q1288

Mount Airy

### PATIENT CARE

#### Principles and Practices of IV Therapy

Don't be frustrated; be prepared when your patient needs an IV! Enhance your skills as a practicing nurse, IV tech, or EMT by taking this course from our expert on peripheral intravenous therapy and the care of the client requiring this therapy. Hot topics include: vein and device selection, venipuncture techniques, and basic care measures needed to provide quality care to the patient.

Standard refund policy does not apply. Refunds issued only until the sixth day before the class starts; no refunds after that. .8 CEUs. \$112.

■ Sat 8am-4:30pm, Jun 7  
#5525 XH 920 Q1095

Mount Airy

#### Advanced Principles and Practices of IV Therapy

Build on the principles of IV Therapy covered in XH-920. Designed for the RN to enhance practice with patients requiring advanced IV therapies. Topics include practical application and troubleshooting skills for central lines, IV therapies in the elderly and pediatric population, TPN, and blood administration. Prerequisite: Principles & Practices of IV Therapy. Refunds issued only until the sixth day before the class starts; no refunds after that.

■ Sat 8am-4:30pm, Jun 14  
#5526 XH 921 Q1096

Mount Airy

#### Introduction to Dental Assisting

You'll have entry-level dental assisting job skills when you successfully complete this course, which is approved by the Maryland State Board of Dental Examiners. Course includes: terminology, anatomy, charting and medical history, instruments, four-handed dentistry, gypsum, acrylic, amalgam, cements, impression materials, oral hygiene, darkroom procedures, infection control, sterilization and OSHA regulations. Prerequisite: Professional Preparation in Healthcare. Course includes an online component:

internet access required. Textbook included. 4.0 CEUs.  
\$845 (includes \$245 in fees\*)

■ Tue,Thu 1pm-5:15pm, Jun 3-Jul 3

#3753 XH 110 Q1284

Mount Airy

## Oral Radiography

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a two-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or you must concurrently register for Oral Radiography Clinical, which will take place at the Maryland State Dental Association. A completed Student Health Profile will be required by the third class session. Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course. Course includes an online component; internet access required. 3.2 CEUs. \$585 (includes \$170 in fees\*)

■ Tue 6pm-9:15pm, Jul 8-Sep 16 (No class Aug 5)

#5364 XH 181 Q1286

Mount Airy



## Oral Radiography Clinical

Prepare to sit for the DANB Radiation Health and Safety exam. This two-hour, hands-on clinical practicum (including full-mouth series and two bitewing x-rays) takes place at the Maryland State Dental Association training facility in Columbia, MD. Students must be concurrently enrolled in Oral Radiography. Scheduled individually by instructor, Saturdays (Dates/Times TBD) .2 CEUs. \$240\*\* (fee based, no waivers)

■ Tue 6pm-8pm, Jul 8

#5365 XE 594 Q1287

Mount Airy

## Medicine Aide Update

Meets the Maryland Board of Nursing renewal requirements for the Certified Medicine Aide. Designed to keep the practicing CMA informed and updated regarding new medications, non-parenteral drug administration, policies and practices, and medications needed by geriatric clients. Emphasis is on new drug therapies and the role of the medicine aide in providing safe and competent care. On the first day of class students must provide a copy of their current CNA/GNA certification, proof of successful completion of their initial CMA training course in Maryland, and must verify current CNA practice at at least 16 hours within the last two years, eight or more hours of active practice as a CNA/GNA/CMA in a licensed nursing home within the last two years, and verify active practice as a CMA for 100 hours within the last two years. Verification can be provided by the employer on facility letterhead. Please note: The Maryland Board of Nursing requires that this update must be completed no more than 90 days before the expiration of the CNA/GNA/CMA certification. Refunds issued only until the sixth day before the class starts. No refunds after that. Email JBukowitzKeller@howardcc.edu for more registration information. .8 CEUs. \$95 (includes \$44 in fees\*)

■ Sat 8am-4:30pm, Aug 9

#4667 XH 926 Q1094

Mount Airy

## CPR: Healthcare Provider

Designed to teach the skills of CPR for victims of all ages. Includes ventilation with a barrier device, bag-valve mask device, oxygen, use of an automated external defibrillator (AED), and how to relieve foreign body airway obstruction. Intended for participants who work in a health care setting and are required to take a Healthcare Provider course for their employment. Course completion card is issued for all participants in a Basic Life Support for Healthcare Provider course who successfully complete the written examination and demonstration. Refunds issued only until the sixth day before the class starts; no refunds after that. \$64 (includes \$29 in fees\*)

■ Sat 8:30am-3:30pm, Jul 26

#4632 XH 922 Q1087

Mount Airy

■ Sat 8:30am-3:30pm, Aug 23

#4629 XH 922 Q1088

Mount Airy

## CPR: Healthcare Provider Renewal

Designed to upgrade the current Healthcare Provider to the latest American Heart Association guidelines. New information is provided on ventilation with an automated external defibrillator and barrier device, bag-valve mask device, and oxygen. You must present current AHA Health Care Provider BLS/CPR card at the beginning of class, which cannot be more than one month past the recommended renewal date, and must have a student manual. Refunds issued only until the sixth day before the class starts; no refunds after that. \$54 (includes \$11 in fees\*)

■ Sat 8:30am-1:15pm, Jul 19

#4633 XH 923 Q1091

Mount Airy

■ Sat 8:30am-1:15pm, Aug 16

#4634 XH 923 Q1092

Mount Airy

## Adult Basic Skills

Our Adult Basic Skills courses are funded in part by a grant from the Department of Labor, Licensing and Regulation (DLLR) and the U.S. Department of Education. **You must be 16 years of age or older and officially withdrawn from school to be eligible for our classes.**

### ORIENTATION, PLACEMENT TESTING, AND REGISTRATION at the Hickory Ridge Building

#### NEW STUDENTS

**New students must attend an orientation session on one of these dates:**

Monday, June 2 5:30pm  
Thursday, June 5 9:30am

*Registration information will be given at the orientation. The orientation will take no longer than 2 hours.*

#### RETURNING STUDENTS

Returning students are required to come to one of the registration sessions listed below. **Payment for classes is due at this time.**

Monday, June 2 5:30pm  
Thursday, June 5 9:30am  
Monday, June 9 5:30pm  
Friday, June 13 9:30am

If you have accommodations for testing, bring documentation to registration. Call 443-518-4919 for further information.

**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.

Unless otherwise specified, summer classes will run from June 18 through August 8. Howard Community College is closed for Independence Day on July 4.

**Visit our website anytime for up-to-date program and course information:**  
**[howardcc.edu/abe](http://howardcc.edu/abe)**

**For more information about Adult Basic Skills, call 443-518-4919.**

If you are 16-21 years old and need Adult Basic Education or GED preparation classes, you may qualify for financial assistance. Please call 443-518-3063 for further information. Eligibility requirements apply.

## ADULT BASIC EDUCATION



### Adult Basic Education

This program provides reading, writing, and math instruction for adults. A placement test at the Hickory Ridge Building is required. See registration dates and times. **Free tuition; \$50 resource fee\* required at registration.** Class schedules available at registration.

## HIGH SCHOOL DIPLOMA PROGRAMS

### GED® Prep: Math

This review course prepares you for the GED® mathematics test so that you can earn a Maryland high school diploma. **Eligibility requirements apply.** Placement testing is given at the Hickory Ridge Building; see registration dates and times. **\$100 tuition required at registration (includes \$90 in fees\*).** Class schedules available at registration.

### GED® Prep: RLA, Science, & Social Studies

This review course prepares you for the GED® Reasoning Through Language Arts (RLA), Science, and Social Studies tests so that you can earn a Maryland high school diploma. **Eligibility requirements apply.** Placement testing is given at the Hickory Ridge Building; see registration dates and times. **\$100 tuition required at registration (includes \$90 in fees\*).** Class schedules available at registration.

### GED® Exam Review

This is the administration of GED Ready™ (the official GED® practice test). The testing environment is similar to the actual GED® exam. **Register online at [hccexpress.net](http://hccexpress.net). Walk-in/on-site registration is not accepted. You must be at the test site by 9:30am. \$25**

■ Fri 9:30am-4:30pm, Jun 13	
#3864 YD 595 9306	Hickory Ridge
■ Fri 9:30am-4:30pm, Jun 27	
#3866 YD 595 9307	Hickory Ridge
■ Fri 9:30am-4:30pm, Jul 11	
#5485 YD 595 9411	Hickory Ridge
■ Fri 9:30am-4:30pm, Jul 25	
#5486 YD 595 9412	Hickory Ridge
■ Fri 9:30am-4:30pm, Aug 15	
#5487 YD 595 9413	Hickory Ridge
Fri 9:30am-4:30pm, Aug 29	
#5488 YD 595 9414	Hickory Ridge



## National External Diploma Program (NEDP)

This is an alternative program for adults 18 years old or over who have a job or who can demonstrate a job skill (such as homecare skills or home maintenance) and want to earn a Maryland high school diploma. **Eligibility requirements apply.** Placement testing is given at the Hickory Ridge Building; see registration dates and times. For more information about the National External Diploma Program, please call 443-518-4747. **\$200 (includes \$100 in fees\*).**

## MATH COURSES

### Math Skills Review

This course provides instruction on whole number operations, fractions, decimals, and percents. A placement test at the Hickory Ridge Building is required. See registration dates and times. **Free tuition; \$25 resource fee\* required at registration.** Class schedules available at registration.

### Preparation for the Math Placement Test

This course is a partnership between Howard Community College's Division of Continuing Education and the HCC Credit Math Department. This course is recommended for those who wish to improve their chances of being placed into a higher level credit math course. The course provides a review of arithmetic, basic math functions, elementary algebra, geometry, and college math. **Basic knowledge of fractions, decimals, and percents is required.** Register online at [hccexpress.net](http://hccexpress.net). **\$155 (includes \$90 in fees\*)**

■ Mon-Fri 12:30-3:30pm, Jul 7-14  
#5495 YD 223 9421

Hickory Ridge

■ Mon-Fri 9am-Noon, Aug 4-11  
#5496 YD 223 9422

Hickory Ridge

■ Mon-Fri 6:30-9:30pm, Aug 4-11  
#5497 YD 223 9423

Hickory Ridge

## Preparation for the Math Placement Test Online \*Distance Learning Option\*

This course is an online version of Preparation for the Math Placement Test. **Basic knowledge of fractions, decimals, and percents is required.** Register online at [hccexpress.net](http://hccexpress.net). **\$130 (includes \$70 in fees\*)**

■ Required on-campus orientation Mon Jul 7, 6:30-7:30pm  
#5498 YD 266 9424 Hickory Ridge

■ Required on-campus orientation Mon Aug 4, 5:30-6:30pm  
#5499 YD 266 9425 Hickory Ridge

## WRITING COURSES

### Grammar for Your Job

This course reviews and reinforces common principles of English usage and improves your ability to communicate effectively. This course is also offered for college credit.

**Required textbook to be purchased at HCC Bookstore prior to first class. Please bring textbook to the first class.** Register online at [hccexpress.net](http://hccexpress.net). **\$110 (includes \$40 in fees\*)**

■ Tue 6:30-9:40pm May 27-Jul 15  
#3837 YD 384 9399

HCC Main Campus

## SPECIAL POPULATIONS

### CORE (Community Opportunities in Recreation and Enrichment)

This is a 5-day per week program for adults with developmental disabilities. It is held at HCC and meets Monday through Friday from 3pm to 6pm. Students participate in a variety of life-skill and educational enrichment activities on the campus and in the community. Students also use the gym at HCC once a week. Cost: \$325 per month (includes \$185 in fees\*). For more information, call 443-518-4841 or email [sgold@howardcc.edu](mailto:sgold@howardcc.edu).

\*Fees are non-refundable.

# FAST FACTS

## About Preparing for the GED®

### Did you know?

- You can register and schedule your GED® tests at [ged.com](http://ged.com).
- There are four subject tests: Reasoning Through Language Arts, Math, Social Studies, and Science.
- You can schedule one subject test at a time.
- You can schedule and take your GED® tests at HCC's Testing Center.

If you have any questions about registering and scheduling the GED®, please call 443-518-4026.

## English as a Second Language



### SUMMER I 2014

**May 12-June 22 (day classes)**

**May 13-June 26 (night classes)**

**NO CLASSES: May 26 (Mon) Memorial Day**

### SUMMER II 2014

**June 30-July 31 (day classes)**

**July 1-August 14 (night classes)**

**NO CLASSES: July 4 (Fri) Independence Day**

**GENERAL INFORMATION:** A placement test is required for all NEW summer students. However, "express placement" will be available for returning students from the previous semester. Placement tests are given during the times on the chart on the right in Room 200 of the Hickory Ridge Building on Howard Community College's campus. No appointment is necessary. Children are not allowed in testing rooms. Students must be 16 or older to register. To register for online class, please email [elc@howardcc.edu](mailto:elc@howardcc.edu) or call 443-518-4646. All students pay the listed prices. Fees are not eligible for waiver.

### Bring to registration:

- Payment for course cost: cash, check, or credit card.
- Returning students only: bring the yellow student advising sheet from previous semesters.

### PLACEMENT TESTING & REGISTRATION

#### Summer I 2014

April 22	Tuesday	10am-11am
April 24	Thursday	5:30pm-6:30pm
April 29	Tuesday	5:30pm-7:30pm
April 30	Wednesday	11:30am-12:30pm
May 6	Tuesday	10am-11am
May 8	Thursday	5:30pm-6:30pm

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

#### Summer II 2014

June 10	Tuesday	5:30pm-6:30pm
June 11	Wednesday	10am-11am
June 17	Tuesday	12pm-1pm
June 19	Thursday	5:30pm-6:30pm
June 24	Tuesday	5:30pm-6:30pm
June 25	Wednesday	10am-11am
June 30	Monday	9am-10am*
July 1	Tuesday	5pm-6pm*

\*Late registration

**RETURNING STUDENTS:** FAST registration can be done online and is available for returning students who continue at the same level. It is NOT available for new students, students taking writing classes for the first time or students changing levels. Go to [howardcc.edu/elc](http://howardcc.edu/elc) and click on "Fast Registration" on the left menu bar for online registration and payment information.

Earn a **Business & Professional English certificate** by completing at least three business and 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. We offer **Professional Writing** in Summer I. See page 28 for details.

**The English Language Center (ELC) offers the following types of English classes:**

## Basic ESL

### Free Classes

*There is a \$40 materials fee  
Slower pace, less homework, less academic*

**Basic Communication  
Skills for Life & Work**

*Low to intermediate levels only*

**Community Involvement  
and Citizenship**

**Basic English Preparation  
for  
High School Diploma**

## Intensive ESL

### Pay classes

*Tuition ranges from \$120-300 depending on level and class hours  
Faster pace, more homework, academic*

**Intensive English  
Communication Skills for  
Academic or Job Success**

**Specific English Skills**  
*Reading, Writing, Pronunciation,  
Listening, Speaking, & Grammar*

**English Preparation for  
High School Diploma  
(GED/EDP)**

**Preparation for  
College or University**  
*Including Test Prep*

**Business & Professional  
Certificate Program**  
*(Noncredit)*

**English Institute (EI)  
Full-time English Studies**

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](http://howardcc.edu/EI) or call 443-518-1681 for additional information about this fast-track English program.

There will be no classes on Monday, May 26 for Memorial Day and Friday, July 4 for Independence Day.

Call 443-518-1680 or visit [howardcc.edu/elc](http://howardcc.edu/elc) for additional information.



## SUMMER I CLASS SCHEDULE

**DAY CLASSES:** May 12 (Mon)–June 12 (Thu)

**EVENING CLASSES:** May 13 (Tue)–June 26 (Thu)

**NO CLASSES:** May 26 (Mon) Memorial Day

All Summer I classes will be in the Hickory Ridge Building.

## INTENSIVE COMPREHENSIVE CLASSES

Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging, yet very practical. These classes are perfect for you if you are preparing for college study or want a more demanding class. Content and complexity increase with each level. Book(s) are included in the course cost.

### Pre-Beginning Comprehensive A

Free tuition; material fees collected during registration.

■ Mon-Thu 9:30am-12:10pm May 12-Jun 19

### Pre-Beginning English A

\$150. Course# YE-309.

■ Tue, Thu 6:30pm-9:30pm May 13-Jun 26

**English 1A** \$190. Course#YE-462.

**English 2A** \$200. Course#YE-532.

**English 3A** \$220. Course#YE-648.

**English 4A** \$220. Course#YE-734.

**English 5A** \$250. Course#YE-844.

■ Mon-Thu 12:30pm-2:45pm May 12-Jun 12

■ Tue, Thu 6:30pm-9:30pm May 13-Jun 26

## IDIOMS AND VOCABULARY FOR CONVERSATION CLASSES

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

**Idioms and Vocabulary for Conversation 1** \$190. Course#YE-476.

**Idioms and Vocabulary for Conversation 2** \$200. Course#YE-568.

**Idioms and Vocabulary for Conversation 3** \$220. Course#YE-689.

**Idioms and Vocabulary for Conversation 4** \$220. Course#YE-774.

**Idioms and Vocabulary for Conversation 5** \$250. Course#YE-870.

■ Mon-Thu 9:30am-11:45am May 12-Jun 12



***“HCC is a great place to learn English in the U.S. I chose HCC because of the ethnic diversity of the students and also for HCC’s high quality of teaching. I love my class because we all come from different backgrounds and we are all trying to speak the same language.”***

–PEMON KOUADIO, Ivory Coast  
Level 4

**\*\*All students pay these prices. Fees not eligible for waiver. Books included.**

## GRAMMAR FOR WRITING CLASSES

Writing is critical to your future success but is also one of the hardest English skills to master because it incorporates several different skill areas: grammar, vocabulary, and discourse. Fine-tune and improve your writing skills by focusing on top grammar trouble spots in writing! Content and complexity increase with each level. Book(s) are included in the course cost.

**Grammar for Writing 3** \$200.

**Grammar for Writing 4** \$200.

**Grammar for Writing 5** \$230.

■ Mon-Thu 9:30am-11:45am May 12-Jun 12

**Writing Basics 2A** \$170.

**Grammar for Writing 3** \$200.

**Grammar for Writing 4** \$200.

■ Tue, Thu 6:30pm-9:30pm May 13-Jun 26

## Professional Writing \*Business & Professional certificate\*

This advanced-level ESL writing course will prepare professionals for business/professional writing. Work on various types of professional writing such as email correspondence, memos, short reports, summaries, business letters, cover letters, and resumés. Vocabulary and grammar will be covered as well. Basic computer skills are required. \$250. Course#YE-846.

■ Tue, Thu 6:30pm-9:30pm May 13-Jun 26

## SUMMER II CLASS SCHEDULE

**DAY CLASSES:** June 30(Mon)-July 31 (Thu)

**NIGHT CLASSES:** July 1(Tue)-August 14(Thu)

**NO CLASSES:** July 4(Fri) Independence Day  
All Day and Afternoon classes will be in the Duncan Hall Building.

All Evening classes will be in the Hickory Ridge Building.

## INTENSIVE COMPREHENSIVE CLASSES

Improve all of your English skills in one intensive class: listening, speaking, reading, writing, pronunciation, and grammar. The curriculum in all of the classes is academic and challenging yet very practical. These classes are perfect for you if you are preparing for college study or want a more demanding class. Content and complexity increase with each level. Book(s) are included in the course cost.

**Pre-Beginning English B** \$150. Course#YE-303.

**English 1B** \$190. Course#YE-463.

**English 2B** \$200. Course#YE-569.

**English 3B** \$220. Course#YE-690.

**English 4B** \$220. Course#YE-775.

**English 5B** \$250. Course#YE-871.

■ Mon-Thu 9:30am-11:45am Jun 30-Jul 31

■ Tue, Thu 6:30pm-9:30pm Jul 1-Aug 14



# ENGLISH INSTITUTE

**Full-time Intensive ESL Program**  
For F1 international students and U.S. residents



Issues the I-20 for the F1 student visa  
Offers personalized academic advising and many activities  
Prepares you for college, graduate school, career training, or the TOEFL

[www.howardcc.edu/ei](http://www.howardcc.edu/ei) ♦ (443) 518-1681

Scan this code  
for a video tour!







writing can be fun, interactive and educational. Content and complexity increase with each level. Book(s) are included in the course cost.

**Writing and Grammar 2B** \$190.

**Writing and Grammar 3** \$200.

**Writing and Grammar 4** \$200.

■ Mon-Thu 12:30pm-2:45pm Jun 30-Jul 31

**Writing Basics 2B** \$170.

**Writing Basics 3B** \$180.

**Writing Basics 4B** \$180.

■ Tue, Thu 6:30pm-9:30pm Jul 1-Aug 14

## CONVERSATION CLASSES

Learn to use correct spoken English in everyday conversations in these four-day-a-week intensive classes. 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 get lots of practice using, repetition, dialogues, role-plays and presentations. Content and complexity increase with each level. Book(s) are included in the course cost.

**Conversation 1B** \$190. Course#YE-432.

**Conversation 2B** \$200. Course#YE-533.

**Conversation 3B** \$220. Course#YE-649.

**Conversation 4B** \$220. Course#YE-735.

**Conversation 5B** \$250. Course#YE-845.

■ Mon-Thu 12:30pm-2:45pm Jun 30-Jul 31

## WRITING CLASSES

Writing is critical to your future success! Improve writing for your personal use, GED, college studies, or the demands of your job in this high intermediate class. Learn sentence writing, paragraph writing, new vocabulary, and grammar, all in one popular class. You'll find that

## ONLINE PRONUNCIATION CLASS

Students can register for online classes in person or electronically. For online registration, please email us at [elc@howardcc.edu](mailto:elc@howardcc.edu) or call 443-518-4646 for instructions.

If you are in an online class, your instructor will contact you with details about how to begin the class and how to purchase the textbook if required. For more information, go to the ELC website, [howardcc.edu/elc](http://howardcc.edu/elc), and click "Online Classes" on the left column.

## Six Steps to Clearer Pronunciation (Levels 4 & higher)

Practice pronunciation in the comfort of your own home, anywhere in the world! Your HCC ELC instructor will guide you through six detailed video lessons, with exercises to practice on your own. Videotape yourself with easy-to-use technology, and your instructor will respond privately to you with feedback and suggestions. A webcam with a microphone is required! \$135. Course#YE-745.

■ Jun 30(Mon)-Aug 15(Fri)

Online



## IMPROVE YOUR ENGLISH SKILLS FOR THE WORKPLACE



**Earn a noncredit Business & Professional English certificate by completing any three of these courses within 18 months:**

- ◆ Advanced Pronunciation Training
- ◆ Business Idioms (*Online option available*)
- ◆ English for Business Communication
- ◆ English for Effective Presentations
- ◆ English for Job Success
- ◆ English for Managers
- ◆ Professional Writing (*Online option available*)

[www.howardcc.edu/elc](http://www.howardcc.edu/elc)

Tel: (443) 518-1680

## Lifestyle & Leisure

### ARTS, CRAFTS & PHOTOGRAPHY



#### Classical Drawing

This class will help you develop your technical skills. After completing it, you will be able to center a composition, render the objects reasonably and in proportion and perspective, and execute the four elements of shading. With still-life as the subject matter and graphite pencils as the media, you will learn how to begin and complete a large finished drawing. Instructor Jennifer Littleton is a graduate of MICA, an experienced teacher, founder of the Littleton School of Art, and member of the Charcoal Club of Baltimore. Absolutely no experience needed! The instructor will give a materials list the first day. Estimated cost of supplies is \$50. Enroll early, class size is limited to 12. \$169\*\* (includes \$40 in fees\*)

■ Wed 6:30pm-9pm, Jun 4-Jul 23  
#9796 XE 155 6928

Hickory Ridge

***“The instructor for Classical Drawing, Jennifer Littleton, works with her students in a professional manner, showing expertise and compassion.”***

—PAULA RIVERS  
Classical Drawing Student

#### History and Practice of Watercolor I

This class introduces you to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still-life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome, too. Materials cost of approximately \$90 (independent purchase). \$155 (includes \$40 in fees\*)

■ Tue 6:30pm-9:30pm, Jun 10-Jul 8  
#4865 XI 859 M1408

Laurel College Center

#### Foundations of Watercolor Painting

Have you always enjoyed the appearance of a realistic transparent watercolor but wondered how to achieve it? In this course, students will learn, through a systematic process, how to execute a detailed line drawing, transfer it to the watercolor paper, and practice flat washes with round and flat brushes. In addition, students will learn, through discussion and demonstration, how to create tints, complementary colors, and the use of color theory. Students can anticipate utilizing numerous practice sheets to gain mastery of techniques to render one monochromatic and one full-color painting. Students will be inspired and revitalized by attending. Jennifer Littleton, founder of the Littleton School of Art, award-winning watercolorist and MICA graduate, is the instructor. Materials list will be distributed at the first class. Note: Cost of supplies estimated at \$85. \$169\*\* (includes \$40 in fees\*)

■ Mon 6:30pm-9pm, Jun 30-Aug 18  
#3664 XE 224 6356

Hickory Ridge

***“Thank you again for a fun and informative experience with your Foundations of Watercolor Painting class. I plan to continue to work on my painting and hope to see you in class in the future.”***

—KELLIE O’CONNELL  
Foundations in Watercolor Painting Student

#### Summer Floral Design

Work with a professional floral designer and create your own unique arrangement. Use a variety of fresh cut flowers and greens to design the floral arrangement of your choice. Learn how to assemble an unusual spring centerpiece that will last for weeks and will bring a feeling of freshness to your home or to a friend’s. Begin summer with a creative and colorful fresh centerpiece. All supplies will be provided. Sessions will be held at Wilhide’s Flowers, 3956 Cooks Lane, Ellicott city. \$70\*\* (includes \$65 in fees\*)

■ Tue 7pm-9:30pm, Jun 17  
#3912 XE 612 6636

Wilhide’s Flowers



#### 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 talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. \$79\*\* (includes \$50 in fees\*)

■ Sat 9:30am-3:30pm, Jul 12  
#3679 XE 448 6361

Horowitz Arts Center

## iPhone/Android Smart Device Photography

With the onslaught of smart devices such as the iPhone/iPad and Android phones and tablets, there is a whole new photography world out there. You don't need a fancy camera to take great photos and movies and create something incredible using various apps, many of them are free. Learn how to download various camera and editing apps, install them, use them and move photos and movies from the device to your computer, Facebook, Twitter, and much more. \$120\*\* (fee based, no waivers)

■ Mon 6:30pm-9:30pm, Jun 2-Jun 9

#3901 XE 517 8338

Gateway Campus Lab A

## Picture This: Image Transfers ★NEW!★

Create your own abstract art work using photographs and photocopies. This one-day workshop, taught by artist Sharon Robinson, will introduce you to techniques, materials and tools that will allow you to incorporate representative imagery into mixed media gems. Make assorted image transfers from copies and enhance old photographs to stand alone or be integrated into a collage. Please bring several black and white and color laser (not inkjet) photocopies of your favorite images and photographs. Additional photos, copies and materials will be provided. Instructor can be emailed with questions. \$69\*\* (includes \$50 in fees\*)

■ Sat 10am-3pm, Jul 12

#4904 XE 177 6345

Hickory Ridge

■ Sat 10am-3pm, Aug 2

#4905 XE 177 6344

Hickory Ridge

## DANCING

### Social Dancing: Foxtrot and Rhumba ★Special Summer Price★

Learn these basic dance steps and have fun at the same time. Singles and couples alike enjoy dancing to some very traditional, yet very popular music. Instructor Raymond Clifton 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 6:30pm-7:30pm, Jun 25-Jul 30

#9804 XE 537 6720

Fellowship Hall

(For directions to Fellowship Hall, call 443-518-4659.)

### West Coast Swing/Cha Cha ★Special Summer Price★

Whether you want to swing or sway, you'll have fun learning these two cool dances. Dress comfortably and come prepared to learn some exciting and dramatic steps. Instructor Raymond Clifton 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\*)

■ Mon 7pm-8pm, Jun 23-Jul 28

#9802 XE 458 6346

Fellowship Hall

(For directions to Fellowship Hall, call 443-518-4659.)

### Club Salsa/Samba ★Special Summer Price★

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. No partner necessary. \$75\*\* (includes \$40 in fees\*)

■ Wed 7:30pm-8:30pm, Jun 25-Jul 30

#9802 XE 626 6325

Fellowship Hall

(For directions to Fellowship Hall, call 443-518-4659.)

## MUSIC

### Native American Flute: An Introduction

Playing music lowers stress, clears the mind, inspires creativity, and creates community. Can you imagine learning to play an instrument in as little as one day? An instrument that is portable so it can be taken anywhere? The Native American flute is famous for its hauntingly beautiful sound and is simple to learn! In this class, students will learn basic techniques, including breath control, fingering, and style. Participants will learn enough—in just the first week—to begin playing simple melodies to share with friends and family, or to add a totally new dimension to meditation practice! No prior experience or musical knowledge required. Intermediate and advanced students are welcome. Instructor Angela Blueskies is a graduate of the Peabody Institute and has performed all over the world. In order to guarantee individual attention, class participation is limited to 10 students. Register early! \$200\*\* (includes \$140 in fees\*)

■ Wed 6:30pm-9:30pm, Jun 25-Jul 16

#8642 XE 668 6113

TA-4

(Materials fee includes handcrafted, one-of-a-kind Native American flute for you to treasure and continue to use after class is completed.)

## FINANCE & INVESTMENT

### Rejuvenate Your Retirement: A Class For Retirees

This course includes a 143-page illustrated workbook. Couples may attend together for a single registration fee. Class size is limited, so register today! This unique and comprehensive course focuses on the issues and financial concepts that are important to retirees. In straightforward language, this class explains financial strategies designed to accomplish objectives such as tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. However, money is only one aspect of post-retirement planning. We introduce fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and lifelong learning to help you make the most of your retirement years. Instructor: Chris Gordon. \$49\*\* (fee based, no waivers)

■ Tue 10am-12pm, Jun 17-Jun 24

#3655 XE 144 6477

Gateway Campus

■ Thu 1pm-3pm, Jun 19-Jun 26

#3656 XE 144 6478

Gateway Campus

### Investment Strategies: The Basics and Beyond

Are you confused about your financial future? Would education and guidance give you the peace of mind to deal comfortably and confidently with your money? Take the confusion out of investing by learning how stocks, bonds, mutual funds, annuities, options, investment strategies, and evaluation and minimization of risk would benefit you in today's economy. Instructor: Merle Ross, M.Ed., MBA, CFP, ChFC. \$89 (includes \$40 in fees\*)

■ Wed 7pm-9:30pm, Jun 4-Jun 11

#3639 XB 408 6435

Gateway Campus

## HOME &amp; GARDEN

**To Market, To Market**

Discover the farm bounty of Howard County! Join Kathy Zimmerman, Agricultural Marketing Specialist of the Howard County Economic Development Authority and organizer of our local farmers' markets, to learn everything you've always wanted to know. Gain information about the philosophy of farmers' markets, the growers who sell at the markets, peak times to buy fruits and vegetables, the difference between organic and IPM farming and much more. Bring calendars and pens to ink-in dates and locations of HoCo's markets and all of your questions. This class is offered through the University of Maryland Extension Service and the Division of Continuing Education at HCC. This class is FREE, but you must register to save your seat.

■ Thu 6:30pm-8pm, Jun 19  
#3804 XE 221 6645

Hickory Ridge

**Herb Gardening**

Harvest from your own windowsill or garden in this hands-on course. Learn how to grow culinary herbs using correct conditions whether on a windowsill or under lights. Discover techniques for preserving the herbs by drying, infusing in oil, or freezing. Transplanting and propagating herbs will also be taught. Instructor: Miriam Mahowald, professional horticulturist. \$64\*\* (includes \$45 in fees\*)

■ Tue 7pm-9pm, Jul 1-Jul 8  
#9805 XE 584 6320

Hickory Ridge

**Container Gardening for Everyone**

Containers can enhance your outdoor enjoyment, whether you have a small deck or a multi-acre yard. Discover how to select the right combinations of pots and plants to grow beautiful flowers, vegetables, herbs and shrubs. Learn to plant like the pros! Instructor: Miriam Mahowald, professional horticulturist. \$64\*\* (includes \$45 in fees\*)

■ Tue 7pm-9pm, Jun 3-Jun 10  
#9830 XE 646 6396

Centennial High School

**What's Bugging You?**

After working to create and plant your ideal garden, you must control insects and diseases, prune, fertilize, water, etc. so that all of your hard work can be enjoyed. Maintain a healthy landscape by learning the best practices from master gardener Miriam Mahowald. Bring samples of your plant and/or insect problems for identification, analysis and advice. \$64\*\* (includes \$40 in fees\*)

■ Wed 7pm-9pm, Jun 18-Jun 25  
#3093 XE 163 6334

Hickory Ridge

## WINE APPRECIATION

**Light and Lively Summer Wines**

This course focuses on delightful summer wines from all over the world. Come taste and discover flavors you can enjoy with light summer fare. Participants must be 21 years or older. IDs will be checked. Do not wear perfume or cologne, and bring 4 glasses, bottled water, salt-free crackers and napkins to class. Price includes wine for tasting. \$69\*\* (includes \$55 in fees\*)

■ Fri 6:30pm-9:30pm, Jul 18  
#4682 XE 473 J1699

Laurel College Center

## LANGUAGES

**Beginning French**

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Instructor: Eugene Speck (T) \$149 (includes \$40 in fees\*)

■ Tue 7pm-9:30pm, Jun 24-Aug 12  
#4611 XI 331 6853

Hickory Ridge

**Intermediate French**

This second course builds on the skills acquired in Beginning French. Improve your verbal ability and understanding of basic grammar. If enrolling, you should be able to use the present and past tense of regular verbs and the present tense of irregular verbs. Instructor: Eugene Speck. (T) \$149 (includes \$40 in fees\*)

■ Wed 7pm-9:30pm, Jun 25-Aug 13  
#9843 XI 442 6854

Hickory Ridge

**Spanish for Travelers**

If you are traveling to Spain or Latin America in the near future, this practical course is for you! Whether you have had Spanish before or you are just a beginner, this course will remind/provide you with the basics that you will need to survive during your trip. You will learn to introduce yourself and ask important questions regarding: hotel accommodations, directions to places, price negotiation, ordering food, moving around, transportation, and emergencies. Cultural topics will be incorporated into the curriculum. Optional: *Traveler's Language Guide: Spanish* may be purchased through HCC's Bookstore. Instructor: Viviana Simon. \$99\*\* (includes \$40 in fees\*)

■ Mon 7pm-9pm, Jul 7-Aug 4  
#9806 XE 601 6385

Gateway Campus

**Beginning Spanish**

Learn the fundamentals of the language. Start with the alphabet and simple grammar and progress to writing basic sentences and engaging in social conversation. The same text is used for all beginning Spanish levels. Please bring your text to the first class. Instructor: Viviana Simon. (T) \$149 (includes \$40 in fees\*)

■ Tue 6:30pm-9pm, Jun 24-Aug 12  
#9841 XI 330 6380

Gateway Campus

**Speed Spanish**

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. **After paying for your course, please visit [ed2go.com/howardcc](http://ed2go.com/howardcc) to create your online account.** For more information, please call 443-518-4680. \$120 (includes \$90 in fees\*)

■ Wed, Fri, Jun 18-Jul 25  
#3792 XO 153 4758

Online

■ Wed, Fri, Jul 16-Aug 22  
#4955 XO 153 4858

Online

■ Wed, Fri, Aug 20-Sep 26  
#4956 XO 153 4859

Online



## Community Spanish

This course is a survival guide for English speakers to speak and understand small amounts of general and basic Spanish found in most routine interchanges in daily life with Spanish speakers. You will also learn basic cultural information about Spanish-speaking groups. You will not have to study grammar or learn verb conjugations, but you will learn basic phrases through intensive drills and repetition. This is a fun and lively class that will give you basic language skills to use when interacting with the ever-growing Latino population. Price includes a nonrefundable fee for the manual and CD you receive in class. Instructor: Marcela Phillips. \$164 (includes \$80 in fees\*)

■ Thu 7pm-9pm, Jun 26-Aug 14

#9844 XI 846 6860

Gateway Campus

(You must enroll two weeks prior to the class starting date in order to receive a manual. Please call 443-518-4659 AFTER that date.)

## PERSONAL APPEARANCE



### Polished Daytime Makeup

Women who wear makeup everyday will learn new, flattering application tips in this class. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently employ and recommend additional products (not brands) and techniques that will enhance your look. Learn the basics of good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class. \$64\*\* (includes \$50 in fees\*)

■ Tue 6:30pm-9:30pm, Aug 19

#4684 XE 582 J1402

Laurel College Center

### Bridal and Special Occasion Makeup

You may often be invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your makeup to the next level. Bring your own makeup, and you will learn to achieve a soft, more polished natural appearance or a special glam look. Students will learn about skin care and will practice makeup techniques using their own beauty supplies. Andi Bradshaw has over 20 years of experience in the cosmetology field. \$64\*\* (includes \$50 in fees\*)

■ Wed 6pm-9pm, Jul 23

#4683 XE 583 J1400

Laurel College Center

## AQUATICS

### Beginning Swimming-Adult

Adjust to the water and learn basic swimming skills. \$120\*\* (includes \$40 in fees\*)

■ Mon, Wed 7pm-8:30pm, Jul 2-Jul 28

#9800 XE 379 6920

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 to promote endurance is provided. Get help to update your technique. \$120\*\* (includes \$40 in fees\*)

■ Mon, Wed 8:30pm-10pm, Jul 2-Jul 28

#3708 XE 896 6354

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. \$99\*\* (includes \$40 in fees\*)

■ Mon, Wed 6pm-7pm, Jul 2-Jul 28

#9825 XE 610 6355

Athletic & Fitness Center

## WELLNESS: BODY, MIND, & SPIRIT

### Yoga for Peace and Well-Being

In our busy, stress-filled, and challenging lives, there is a longing to return to our natural state, the state of peace and well-being. Using yoga postures, breath work, relaxation and meditation, we will take time to reconnect with the strength and energy in our bodies, the calm and focus of the mind, the self-acceptance and kindness of the heart, and the inner wisdom and deep stillness of spirit. Please bring a yoga mat or blanket and wear loose, comfortable clothing. Instructor: Helen Heffer. \$105\*\* (includes \$40 in fees\*)

■ Thu 7pm-9pm, Jun 26-Aug 28

#4919 XE 727 6350

(No class Jul 10, Aug 7 & 21)

Health Sciences Building

### Meditation and Yoga: Being Yoga Master Of the Mind

Meditation is the art of being present, moment to moment as life unfolds, with a calm, centered mind and a loving, compassionate heart. Yoga postures to stretch and strengthen the body are a vehicle for meditation, as well as preparation for stillness and sitting meditation. Through yoga and meditation, we discover the inner power and peace of residing in one's center. Wear comfortable clothing and bring a blanket or yoga mat. Instructor: Helen Heffer. \$105\*\* (includes \$40 in fees\*)

■ Sat 8:30am-10:30am, Jun 28-Aug 23

#9799 XE 309 6304

(No class Jul 12 and Aug 9)

Health Sciences Building

#### COURSE NOTES

\*Fees not eligible for waiver.

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

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

(T) = Textbook recommended or required. Purchase at HCC Bookstore or online before first class.

## Summer Yoga Posture Clinic

Use your summer energy to move the body and learn a series of more than 30 yoga postures that open body, mind, emotions, energy, and spirit. Through breathwork and postures of alignment, balance, strengthening, stretching, and relaxation, we open to our wholeness. Wear comfortable clothing and bring a blanket to class. Instructor: Helen Heffer. \$105\*\* (includes \$40 in fees\*)

■ Sat 10:30am-12:30pm, Jun 28-Aug 23  
**#9839** XE 962 6867 Health Sciences Building  
 (No class Jul 12 and Aug 9)



## Introduction to Mindfulness Meditation

Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening right now – whether positive, negative or neutral – not what they want to happen or what 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, DC. \$59\*\* (includes \$40 in fees\*)

■ Sat 9am-1pm, Jul 12  
**#4910** XE 119 6349 Hickory Ridge

## 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. \$115\*\* (includes \$40 in fees\*)

■ Sat 8:30am-9:30am, Jun 28-Aug 23  
**#9801** XE 435 6558 Health Sciences Building  
 (No class Jul 5 and Aug 9)

## T'ai Chi Introduction

Discover T'ai Chi, a form of active meditation that promotes calming, centering, and self-control. Instructor David Foulk introduces you to this practice of meditation and physical exercise, consisting of carefully coordinated, slow, natural movements proven to strengthen your body and mind. When the chi flows in a balanced fashion, you enjoy better physical and emotional health, increased longevity and inner peace. \$115\*\* (includes \$40 in fees\*)

■ Sat 9:30am-10:30am, Jun 28-Aug 23  
**#9837** XE 843 6321 Health Sciences Building  
 (No class Jul 5 and Aug 9)

## Reflexology for Stress Reduction and Wellness

Reflexology is a gentle touch, safe, holistic practice for healing and self-improvement that everyone can learn and practice. You will discover how Reflexology is being increasingly accepted by the medical community as a tool in preventative healthcare for family wellness. This informative class will explain how this technique can help reduce pain, increase overall wellness and improve relationships. Bring your questions to this fun-filled hands-on Reflexology course. Register as a couple, with a friend, or on your own. Instructor: Njideka Olatunde. \$39\*\* (fee based, no waivers)

■ Sat 10am-12pm, Jun 7  
**#3644** XE 104 6468 Hickory Ridge  
 ■ Sat 10am-12pm, Jul 12  
**#4685** XE 104 J1403 Laurel College Center

## Motorcycle Safety



AT HOWARD COMMUNITY COLLEGE

### Welcome to the ride of your life!

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. The Rider School is also involved in ground-breaking national research and policy making.

### *Choose the leader— Choose The Rider School*

Classes are provided 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](mailto:ride@howardcc.edu) or call 443-518-4808.

The quickest way to register is online. The easiest way is to fax the registration form. For directions, visit **riderschool.org** and click on "How to Register."

## LICENSE-EARNING COURSES

Successfully completing one of these classes qualifies you for a Maryland Motorcycle (Class M) License. Course content is approved by the Maryland Motor Vehicle Administration (MVA) and meets or exceeds Motorcycle Safety Foundation (MSF) standards. Motorcycles are provided.

### 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 (includes \$35 course fee collected by MVA\*)

### Absolute Beginner—Basic Rider Class (ABC)

The traditional class 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 (includes \$35 course fee collected by MVA\*)

***"The Basic Rider Course started with the very basics and went forward – good for the absolute novice."***

**—STEPHEN TSANG  
Basic Rider Graduate**



### Alternate Basic Rider Course (ABRC)

This is a shorter, more advanced version of the basic-level course that is completed in one day. It is for recently experienced riders who just need to earn a license. If you know how to ride but you haven't ridden in the last two years, choose the Basic Rider Course above. To pick your class day and time, visit **riderschool.org** and click on "Class Schedule." \$260 (includes \$35 course fee collected by MVA\*)

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

### IMPROVE RIDING SKILLS

#### Extra Practice in Basic Riding™ (EP)

A Rider School exclusive! If you've completed a licensing course anywhere, now you can sign up for two and a half hours of personalized extra instruction. Classes are small, and your instructor will tailor the content to whatever you'd like to improve. Sign up for as many EP's as you'd like, or use it as a spring "tune up." To pick your class day and time, visit **riderschool.org** and click on "Class Schedule." \$55

#### Private Instruction

Do you have a few riding skills you'd like to improve? Work with one of our most experienced instructors on exactly what you want to learn. Open to riders who have taken a riding course anywhere, Private Instruction is also a great choice to help you prepare to retake a riding class. Pay for just the time you need and schedule a time that works for you. Call 443-518-4808 for more information. \$40 per hour. Motorcycle rental: \$10 additional per hour, if needed.



### Maryland Rider Study



### DID YOU KNOW? . . .

***The Rider School is a national leader in motorcycle safety policy and planning? This year, we're conducting safety research with a grant from the National Highway Traffic Safety Administration.***

#### Learn More About The Rider School



[facebook.com/riderschool](https://facebook.com/riderschool)



[youtube.com/riderschool](https://youtube.com/riderschool)



Subscribe to our e-newsletter at  
[riderschool.org](https://riderschool.org)





# YouGotClass Online Courses

**To Register:** Please complete our noncredit registration form and fax or mail to HCC along with your payment. Please write "YouGotClass Online" under the course number and remember to include your email address. We will email your login information close to the course start date.

For more information, please call 443-518-4680 or email [nsharma@howardcc.edu](mailto:nsharma@howardcc.edu).

For complete course descriptions, please visit [yougotclass.org/catalog.cfm/HowardCC](http://yougotclass.org/catalog.cfm/HowardCC).

	START DATE	END DATE	COST COST
<b>Business and Career Skills</b>			
Cyber Security for Managers	07/07/14	08/01/14	\$245
Media Buying Strategies	07/07/14	08/01/14	\$195
The Business Plan	07/07/14	08/01/14	\$195
Practical Math for the Workplace	06/02/14	06/27/14	\$145
Interview Skills	06/02/14	06/27/14	\$295
Powerful Presentations & Effective Speaking Techniques	06/02/14	06/27/14	\$195
Continuing Education Business Research Certificate	06/02/14	08/29/14	\$495
Continuing Education Business Coaching Certificate	06/02/14	08/01/14	\$295
Continuing Education Certificate in Customer Service	06/02/14	08/01/14	\$245
Continuing Education Certificate in Data Analysis	06/02/14	08/29/14	\$495
ConEd Certificate in Leadership Development	06/02/14	08/29/14	\$395
Workplace Ethics and Etiquette	06/02/14	06/27/14	\$145
Continuing Education Certificate in Designing Webinars	06/02/14	08/29/14	\$345
ConEd Certificate in Non-Profit Administration	06/02/14	08/29/14	\$595
Continuing Education Certificate in Presentation Media	06/02/14	08/29/14	\$495
Continuing Education Entrepreneurship Certificate	06/02/14	08/29/14	\$495
<b>LEED Green Workplace</b>			
LEED Green Associate Exam Preparation	06/02/14	07/25/14	\$695
LEED AP+ Building Design and Construction	06/02/14	07/25/14	\$795
<b>Management</b>			
Management Boot Camp	06/02/14	06/27/14	\$295
Revenue Generation for Non-Profits	06/02/14	07/25/14	\$495
Continuing Education Supervisory and Leadership Certificate	06/02/14	07/25/14	\$395
ConEd Certificate in Workplace Communication	06/02/14	08/29/14	\$595
<b>New Media Marketing/Social Media</b>			
Marketing with Images	07/07/14	08/01/14	\$195
Google Analytics	07/07/14	08/01/14	\$195
Designing Successful Webinars	06/02/14	06/27/14	\$195
Facebook for Business	07/07/14	08/01/14	\$245
Twitter	06/02/14	06/27/14	\$195
Continuing Education eMarketing Essentials Certificate	06/02/14	08/29/14	\$495
Continuing Education Mobile Marketing Certificate	06/02/14	08/29/14	\$595
Continuing Education Video Marketing Certificate	06/02/14	08/01/14	\$395
Continuing Education Social Media for Business Certificate	06/02/14	08/29/14	\$495
Continuing Education Inbound Marketing Certificate	06/02/14	08/29/14	\$495
Managing Social Media Platforms ConEd Certificate	06/02/14	08/29/14	\$495



# Ed2Go Online Courses

## To Register: (Two Steps)

1. Pre-register/create your online account on the Ed2Go website: [ed2go.com/howardcc](http://ed2go.com/howardcc).
2. Within one business day, you will receive a confirmation email from Ed2Go. Print the email, complete any missing fields, and fax or mail this confirmation email along with your payment to HCC by the session start date. Seniors receive a \$30 discount for each Ed2Go course.

For more information, please call 443-518-4680 or email [ed2go@howardcc.edu](mailto:ed2go@howardcc.edu).

For complete course descriptions and prices, please visit [ed2go.com/howardcc](http://ed2go.com/howardcc).

Session start dates: June 18, July 16, August 20, and September 17

### Accounting and Finance

Accounting Fundamentals – 2 Levels  
QuickBooks  
Personal Finance  
Intro to Stock Options  
Real Estate Investing

### Business Communication

Writing Essentials  
Technical Writing  
Keys to Effective Communication  
Effective Business Writing

### Management and Leadership

Building Teams That Work  
Customer Service Fundamentals  
Leadership  
Supervision and Management  
Achieving Success with Difficult People

### Project Management

Project Management @ e-Speed  
Project Management Fundamentals/Applications  
Six Sigma: Total Quality Applications/Fundamentals

### Start Your Own Business

Creating a Successful Business Plan  
Internet Writing Markets  
Operate your Homebased Business  
Start Your Own Consulting Practice  
Wow, What a Great Event!  
Marketing Your Business on the Internet

### Computer Applications

Adobe Suite  
Microsoft Office Suite  
Microsoft Project  
Microsoft Publisher

### Web Design

Creating Web Pages  
CSS3 & HTML5  
Dreamweaver  
Designing Effective Websites  
Word Press Websites

### Health Information Management

Pharmacy Technician  
Medical Coding  
Medical Transcription  
Medical Terminology  
Human Anatomy and Physiology – 2 Levels  
Become a Veterinary Assistant – 3 Levels

### Creative Writing

Writing Essentials  
Pleasures of Poetry  
Keys to Effective Editing  
Write Like a Pro

### Digital Photography

Photoshop Elements for the Photographer  
Secrets of Better Photography  
Photographing People  
Discover Digital Photography  
Lightroom 4



# Ed2Go Online Courses

## Languages

Teaching ESL/EFL  
Grammar for ESL  
Speed Spanish – 3 Levels  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Instant Italian  
Conversational French

## Law and Legal

Criminal Law  
Paralegal Certificate Program

## Children, Parents, and Family

Assisting Aging Parents  
Genealogy Basics  
Ready, Set, Read!  
Singapore Math Strategies

## Health and Wellness

Natural Health and Healing  
Lose Weight and Keep it Off  
Low-Fat, Lightening-Quick Meals

## Job Search

Resume Writing Workshop  
Twelve Steps to a Successful Job Search

## Personal Enrichment

Grammar Refresher  
Speed Reading  
Skills for Making Great Decisions

## Test Prep

GED  
GMAT  
GRE  
LSAT  
SAT/ACT

## Tools for Teachers/Classroom Computing

Creating a Classroom Web Site  
Integrating Technology in the Classroom  
Get Assertive!  
Solving Classroom Discipline Problems  
The Creative Classroom

## Certification Prep

A+ – 3 Levels  
Security+ – 2 Levels  
Network+

## Computer Fundamentals

Computer Skills for the Workplace  
PC Troubleshooting  
Keyboarding

## Computer Programming

C#  
Java  
PHP and MySQL  
ASP.NET  
Perl  
Python 2.5  
Ruby

## Database Management

Oracle  
SQL – 2 Levels  
Crystal Reports  
Introduction to Database Development

## Networking and Communications

Networking – 2 Levels  
Wireless Networking  
Security  
PC Security – 2 Levels

## You Can Get There Online

**Learn new skills!** Take self-enrichment noncredit courses from the convenience of your home! Join us for an **Open House**, Friday, July 25 for a demonstration on how easy it is to take **Ed2Go** and **YouGotClass** online courses. Please call **443-518-4680** for more information and to reserve your seat.

**Friday, July 25, 10am-12pm**  
**6751 Columbia Gateway Drive – Lab B**

## 60+

Howard Community College and the Howard County Office on Aging offer courses designed for senior adult students. If you take classes at a Howard County Senior Center, you will be requested to fill out an emergency contact information sheet for the Howard County Office on Aging and join that center (no charge).

### Civil War History: Spies and Women Soldiers ★NEW!★

The Civil War produced many unsung heroes for the battlefield and the war effort. In this course, students will examine the duties and actions of Civil War Spies and Women Soldiers. Topics will include famous spies, spymasters, spy rings of the Union and the Confederacy, and espionage methods used during the war. In addition, students will examine women soldiers during the Civil War, how they disguised themselves as men, what motivated them to join the war effort, what duties they performed in the service, and what happened to these women when they were discovered. Finally, we will review the famous women soldiers of the war and the impact that these women soldiers and spies had on the outcome of the war. \$64 (includes \$45 in fees\*)

■ Fri 2pm-4pm, Aug 15-Sep 12

#4935 XI 220 7727

The Bain Center

(Includes a \$5 materials fee)

### Pottery: Form, Function, and Design

The instructor 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(s). The instructor is a professional potter. Limited enrollment; please register early! Instructor: Donna Lansman. \$90 (includes \$40 in fees\*)

■ Fri 10am-12pm, Jun 13-Aug 29 (No class Jul 4 & Aug 15)

#4647 XI 655 7726

The Bain Center

■ Tue 10am-12pm, Jun 17-Aug 26 (No class Aug 12)

#4646 XI 655 7725

The Bain 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. \$88 (includes \$40 in fees\*)

■ Mon,Wed,Fri 9:30am-10:50am, Jun 16-Aug 6 (No class

Jun 30, Jul 2, 4, 11, 14, 16, 18)

#4644 XH 752 7723

The Bain Center

■ Tue,Thu 1pm-2:20pm, Jun 24-Aug 28 (No class Aug 12-

Aug 21)

#4645 XH 752 7724

The Bain Center

■ Mon,Wed,Fri 9:30am-10:50am, Aug 18-Sep 24 (No class

Sep 1)

#4643 XH 752 7722

The Bain Center



### SWEAT (Senior Water Exercise and Aquatic Training)

Are you looking for a way to work out without a lot of impact on your joints? In this class you can improve physical fitness through exercise in an aquatic environment. A variety of workouts will be used in the shallow as well as the deep end of the pool. Swimming skill is not mandatory, but you should feel comfortable in the water. No tuition waivers for this course. \$45\*\* (includes \$40 in fees\*)

■ Mon,Wed,Fri 9am-10am, Jun 23-Jul 14 (No class Jul 4)

#4640 XE 154 7720

Athletic & Fitness Center

■ Mon,Wed,Fri 10am-11am, Jun 23-Jul 14 (No class Jul 4)

#4641 XE 154 7721

Athletic & Fitness Center

### Look for these courses in the fall brochure:

Contemporary American Short Stories

Senior Aquatic Wellness

Deep Water Fitness

Pottery

The U.S. Presidents Series

Better Health and Wellness for Senior Adults

Special Lectures

### Meet Our Instructor: Patty Colabucci

**Patty Colabucci** has taught for the Division of Continuing Education & Workforce Development since March of 1999. She coordinates senior aquatics classes and also teaches several levels of classes to senior adults, including Senior Aquatic Wellness, Deep Water Fitness, Better



Health and Wellness for Senior Adults, and S.W.E.A.T. Through taking her classes, senior adult students maintain and improve their health and quality of life.

**What makes her class so special:** Patty always maintains a positive attitude and goes out of her way to accommodate her students. She has a calm and friendly manner, which enables her to work well with the students she teaches. Her evaluations are always outstanding with many written comments praising her expertise. She is proactive in making sure her students receive the best instruction and that the equipment is used appropriately. She is organized and professional, and her love of what she does is evident in the energy level she brings to her classes.



**IT IS NOT TOO LATE TO JOIN US FOR  
Four Days of Learning for the Love of It  
SASI (Senior Adult Summer Institute)  
June 2-5 on the HCC campus**



**Monday:** Lost in Translation: From Novel to Film taught by George Clack

**Tuesday:** The Declaration of Independence: Myths and Realities taught by Roger Swartz

**Wednesday:** A History of Architecture in Baltimore: From Colonial Time to Modern Era taught by Bob Gisriel

**Thursday:** The National Gallery of Art: Yesterday, Today and Tomorrow taught by Lorena Baines

Cosponsored with Howard County Department of Recreation and Parks. Call 410-313-7279 for registration information. Please pack a lunch. Ages 60+ \$15 per day; under age 60 \$18 per day

**9:30am-3:30pm, Duncan Hall 100**

## Test Preparation



### Preparation for the ACT Test: Language Arts

This course will concentrate on preparing students for success on the English, Reading, and Writing tests of the ACT. Topics will include a punctuation and grammar review of the English language, reading comprehension review emphasizing determining main idea, drawing inferences from text, locating and interpreting significant details, analyzing various literary relationships in text, determining meaning from context clues, and understanding the author's role in writing text. In addition, students will learn about the components of effective writing and of writing an effective argument as well as given various opportunities to practice writing an effective essay. Practice tests and homework will also be assigned. Textbook is provided. \$165 (includes \$65 in fees\*)

■ Mon-Fri 9am-1pm, Aug 4-Aug 8  
#0754 XK 501 6078

Hickory Ridge

### Preparation for the ACT Test: Quantitative Math and Science

This course will concentrate on preparing students for success on the Math and Science tests of the ACT. Topics will include review content presented in Earth Science, Physical Science, Chemistry, and Biology through analyzing data representations and relationships, developing and interpreting research summaries based on experiment reports, and analyzing conflicting viewpoints. The math preparation review will consist of reviewing and practicing various math concepts contained in basic math, pre-algebra, elementary and intermediate algebra, coordinate and plane geometry, and trigonometry. Practice tests and homework will also be assigned. Textbook is provided. You must bring a calculator. \$165 (includes \$65 in fees\*)

■ Mon-Fri 1:30pm-4:30pm, Aug 4-Aug 8  
#0758 XK 502 6088

Hickory Ridge

#### 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.

## Preparation for the SAT

If you are planning to take the SAT this academic year, this course will prepare you for both the verbal and math sections. Verbal preparation includes improving vocabulary, essay writing, and reading comprehension. Math preparation includes basic math through Algebra II. Students should have taken Geometry. Test taking tips will be covered. The class simulates a test-taking environment with practice tests and exercises. Parents or guardians of students under 16 years of age will be required to complete a consent form that will be given to these students on the first day of class. Textbook is provided. You must bring a calculator. \$315 (includes \$70 in fees\*)

- Mon-Fri 9am-12:30pm, Jul 7-Jul 18  
#9863 XK 132 6106 James Clark Jr. Library
- Mon-Fri 1pm-4:30pm, Jul 21-Aug 1  
#9866 XK 132 6725 James Clark Jr. Library
- Mon-Fri 9am-12:30pm, Aug 4-Aug 15  
#9864 XK 132 6164 James Clark Jr. Library
- Mon-Fri 9am-4:30pm, Aug 18-Aug 22  
#9865 XK 132 6406 Hickory Ridge

## Preparation for the SAT Verbal Test

If you are taking the SAT this academic year and only need preparation in the verbal section, then you should take this course. Verbal preparation includes improving vocabulary, essay writing, and reading comprehension. The class simulates a test-taking environment with practice tests and exercises. Parents or guardians of students under 16 years of age will be required to complete a consent form that will be given to these students on the first day of class. Textbook is provided. \$190 (includes \$70 in fees\*)

- Mon-Fri 9am-1pm, Aug 18-Aug 22  
#9869 XK 134 6896 Hickory Ridge

## Preparation for the SAT Math Test

If you are taking the SAT this academic year and you only need preparation in the math section, you should take this course. Math preparation includes basic math through Algebra II. Students should have taken Geometry. Test taking tips will be included. The class simulates a test-taking environment with practice tests and exercises. Parents or guardians of students under 16 years of age will be required to complete a consent form that will be given to these students on the first day of class. Textbook is provided. You must bring a calculator. \$190 (includes \$70 in fees\*)

- Mon-Fri 1:30pm-4:30pm, Aug 18-Aug 22  
#9868 XK 133 6175 Hickory Ridge

## Preparation for the SAT Math Test-Advanced

If you are retaking the SAT this academic year and want to improve your math score or if you have already taken the Preparation for the SAT Math Test class and you are proficient with your math skills through Algebra II, you should take this course. Students will focus on the more difficult problems including: solid and coordinate geometry, polynomials, probability, word problems, and logic reasoning. Tricks and strategies for solving difficult problems will also be included. Textbook is provided. Bring calculator to class. \$190 (includes \$70 in fees\*)

- Mon-Fri 9am-12pm, Aug 18-Aug 22  
#9894 XK 177 6068 Hickory Ridge.

## Preparation for the Math Placement Test

This course is a partnership between Howard Community College's Division of Continuing Education and the HCC Credit Math Department. This course is recommended for those who wish to improve their chances of being placed into a higher level credit math course. The course provides a review of arithmetic, basic math functions, elementary algebra, geometry, and college math. **Basic knowledge of fractions, decimals, and percents is required.** Register online at [hccexpress.net](http://hccexpress.net). \$155 (includes \$90 in fees\*)

- Mon-Fri 12:30-3:30pm, Jul 7-14  
#5495 YD 223 9421 Hickory Ridge
- Mon-Fri 9am-Noon, Aug 4-11  
#5496 YD 223 9422 Hickory Ridge
- Mon-Fri 6:30-9:30pm, Aug 4-11  
#5497 YD 223 9423 Hickory Ridge

## Preparation for the Math Placement Test Online \*Distance Learning Option\*

This course is an online version of Preparation for the Math Placement Test. **Basic knowledge of fractions, decimals, and percents is required.** Register online at [hccexpress.net](http://hccexpress.net). \$130 (includes \$70 in fees\*)

- Required on-campus orientation Mon Jul 7, 6:30-7:30pm  
#5498 YD 266 9424 Hickory Ridge
- Required on-campus orientation Mon Aug 4, 5:30-6:30pm  
#5499 YD 266 9425 Hickory Ridge

**Register now for...**

# **KIDS ON CAMPUS**

**SUMMER COURSES FOR AGES 7-17**

**June 23-August 15, 2014**

Design the summer program that best meets your child's needs and interests, your pocketbook, and schedule. Mix and match from a variety of offerings. Choose one- or two-week programs in the morning and/or afternoon. A supervised lunch period plus extended care are included.

## **What's New?**

### **AGES 7-10**

Breaking Bricks-Lego® Hacks & Mods  
Build It! Maker Tools & Materials  
Build It! Woodshop Apprenticeship  
Code Breakers  
Create It! Circuits, Lights & Motion  
Dinosaur Days  
E-cool-ogy  
LEGO® Films & Stop Action  
Minecraft Designers  
Mix, Mold & Matisse  
PowerPoint Proficiency  
Stamping and Scrapbooking Fun  
X-Games: Collaborate-Create-Compete  
in the Ultimate Video Game Experience

### **AGES 11-14**

3-D Printing Studio  
Beyond the Blocks-LEGO® Hacks & Electronics Lab  
Brown Eyes, Blue Eyes: Genetics Tell It All  
Build It! Furniture Fundamentals  
Code Breakers  
Detectives At Work  
Editing with Photoshop and GIMP  
Effective Note Taking & Reading Strategies  
Fabricating Flight

### **AGES 11-14 (cont'd)**

FutureFab-Light, Motion & Sound Lab  
LEGO® Films & Stop Action  
Minecraft Designers  
Pastel Art for Middle School  
Read, Write, and Publish the News  
Sewing for the Community  
Strategies for Reading, Test Taking & Managing Time  
X-Games: Collaborate-Create-Compete  
in the Ultimate Video Game Experience

### **AGES 10-16**

Alternative Energy Engineers  
Art Fun-damentals  
Film Appreciation  
Gizmos and Gadgets  
Inspired Interior Design

### **AGES 14+**

Music History: Rock N Roll  
Still Life with Chalk Pastels

### **TEST PREP**

Prep for ACT-Language Arts  
Prep for ACT-Quantitative Math and Science

## **Plus our perennial favorites**

**Academic Classes** in math & science,  
computer keyboarding and software,  
history & geography, business, law, writing,  
philosophy, study skills,  
PSAT/SAT prep, career exploration,  
psychology, languages & more

**Crafts, Fun & Discovery**—Junior Medic,  
Web Page Design, Stock Market,  
Who Done It?, Pets & Vets,  
Chess, Harry Potter,  
Super Sports Fan & more

**Registration is now open!**

Call **443-518-4110** for a brochure and forms.

View our website at **[howardcc.edu/kidsoncampus](http://howardcc.edu/kidsoncampus)**.

### 2013-2014 Inspiring Faculty in Continuing Education & Workforce Development

Each year, Howard Community College presents Inspiring Faculty Awards to recognize and honor faculty who exemplify HCC's values of innovation, nurturing, sustainability, partnerships, integrity, respect, excellence, and service. They are exceptional teachers, with a recognized commitment to the intellectual and creative life of the college, and inspire others to high standards of excellence, civility, and professionalism.

Below are the winners of this year's awards in the Division of Continuing Education and Workforce Development.



#### **Continuing Education Inspiring Faculty of the Year** **Deborah McGuire**

Deborah (Debbie) McGuire started teaching in the English Language Center (ELC) in 2005 as the teacher for adults in the "ESL for Families" class, which is a family literacy class modeled after the Head Start program. Since then, Debbie has become an invaluable member of the ELC teaching staff and has taught 30 semester-long classes. Debbie is well-prepared for her career in ESL teaching. She has a B.A. in Secondary Education with concentrations in German and Spanish from SUNY, a TESOL Certificate from SUNY, and an M.A. in TESOL from SUNY.

Debbie is a master teacher with solid knowledge of content, methodology, and second language acquisition. She consistently receives high marks and positive comments from students on student evaluations and she has always received excellent feedback on program observations. She receives comments such as: "I felt like I was watching a well-directed orchestra performance," "You obviously understand the subject matter and how students learn," and "You are very poised, welcoming, and professional in the classroom."

Debbie not only excels in her classes, but she also contributes to the overall program. She routinely mentors teachers who are new to the English Language Center, assists with curriculum development, and serves as a team leader for the Community English team, which is one of the largest teams in the ELC (she helps oversee 21 classes and 20 teachers). Debbie also regularly attends ESL registration sessions where she helps with advising and placement of ESL students. Her ability to speak Spanish helps the program work with lower level students, which is welcomed and appreciated by both the program and the students.



#### **Adult Basic Skills Inspiring Faculty of the Year** **Cheryl Beard**

Cheryl Beard teaches math and science to students in GED® Preparation classes. Cheryl has gone above and beyond to rise to the challenge of the new GED exam and the Adult Basic Skills program at HCC has benefited greatly from her work.

Cheryl volunteered to be part of a state-wide Train the Trainer team to become an expert on GED testing changes that would impact students and instructors. She helped lead workshops for Adult Basic Skills staff to prepare for the new curriculum demands and worked tirelessly last fall with many current and former students who were trying to complete their test battery and earn their high school diploma before the test changed.

Now that the GED test has transitioned, Cheryl has signed on to help redesign the pre-ABE and GED math curriculum to better meet the needs of Adult Basic Skills students. She brings her math expertise and years of experience with GED to improve the outcome of students entering the program. She has earned the respect of countless students, as is evidenced each Diploma Recognition Ceremony in November, when graduates cheer the loudest as her name is called.



# Successful Staff Training Starts Here.

## Boosting employee skills boosts your business!

Howard Community College's Business Training Center can customize any course in this catalog, or create a new one, exclusively for your company or organization.

Not sure what type or level of training to request? We can help you assess your company's needs.

We give you:

### • Affordable Value

We will work with you to design the instruction you need with the budget you can afford.

### • Quality

- **expert instructors** who are practicing professionals
- **state-of-the-art facilities**
- **cutting-edge curricula** tailored to your needs
- **wide choice of topics.** Our instruction ranges from management, information technology, and people skills to vocational-technical skills, languages, basic skill refreshers in math/reading/writing, and much more
- **flexibility.** We have the capability to train staffs of all sizes, at your site or ours, any day, any time
- **ease.** One call to us does it all. Sit back and let us make your training headaches go away.

443-518-4459

email: [shornak@howardcc.edu](mailto:shornak@howardcc.edu)



Schedule

Contract no. GS-02F-0216S.

Federal Agency **managers/supervisors**, call Sharrie at 443-518-4459.

## OTHER SERVICES

### Use Our Consulting Services

HCC's Division of Continuing Education & Workforce Development offers over 500 courses—take advantage of one of our many subject matter experts!

### Examples:

- Set up your own training systems inhouse.
- Get in-depth analysis and assessment of your staff's skills and professional development needs.
- Arrange group discounts for your staff to take one of our classes.
- Get help administering meetings and conferences.
- Arrange a customized system of online courses for your staff.
- Create a training video.
- Design training curricula and delivery systems you can use at your company.

### Use Our Meeting Facilities

Our beautiful, state-of-the-art facilities at Gateway can be used for meetings, workshops, seminars, small conferences, receptions, ceremonies, and presentations. Our staff is dedicated to providing you with the highest level of customer service. Our facility is located at 6751 Columbia Gateway Dr., Columbia, MD 21046, with 12,000 square feet of space including an executive board room, conference rooms, classrooms, computer labs, and a full range of audiovisual equipment, software, and operating systems. Video conferencing and taping capabilities. Customized computer lab and operating system set-up. Coffee/tea service. For more information, call **443-518-1660** or email **smiller@howardcc.edu**.

# CustomClass

## The Noncredit Way to Take a "Credit" Class

Are there courses in HCC's Credit Schedule of Classes you'd like to take, without having to worry about grades, exams, prerequisites, placement tests, and degrees?

**CustomClass is your answer.** You can attend classes listed in the Credit Schedule and get the knowledge you want, purely for fun and learning, minus grades and tests. You can take up to the equivalent of 8 credits each term. You won't get *college* credit, but in many cases you can earn Continuing Education Units (CEUs) and/or certificates.

**Cost savings, too:** you only pay the credit in-county tuition rate and course fees but not the consolidated fee.

**Lots of choices!** You can choose any credit classes except nursing (NURS), cardiovascular technology

(CARD), diagnostic medical sonography (DMSU), radiologic technology (RADT), emergency medical services (EMSP), physical therapist assistant (PTAP), and Police Academy. Other new health care programs may not be eligible. You must be age 16 or above.

**For more information**, call Arnette Haywood at 443-518-4659 or email [ahaywood@howardcc.edu](mailto:ahaywood@howardcc.edu).

**To register**, fax this form and credit card information to 443-518-4333, or mail with payment to Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044-3197, Attn: Lock Box, Cashier's Office, RCF-203, or bring form and payment to Registration Office, RCF-233, 8:45 am-7 pm Monday-Thursday, and 8:45 am-5 pm Friday.

## CustomClass Registration Form

PLEASE PRINT NEATLY

HCC Student ID # \_\_\_\_\_  
or Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Number and Name City State Zip County

☐ I have lived at this address for at least three months Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ I am over the age of 16. Sex: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Is this a TDD number? Y / N

Business Phone: (\_\_\_\_\_) \_\_\_\_\_ ☐ Phone number(s) new since last registration

E-Mail Address \_\_\_\_\_ ☐ I am a Maryland resident age 60 and older and qualify for a tuition waiver.

Are you of Hispanic or Latino origin? Yes\_\_\_ No\_\_\_

What is your race? Select one or more of the following categories:

\_\_\_ American Indian or Alaska Native


\_\_\_ Asian

\_\_\_ Black or African American

\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_ White

For race definitions, visit [howardcc.edu/visitors/Webmaster/race\\_ethnicity.html](http://howardcc.edu/visitors/Webmaster/race_ethnicity.html)

Course No.	Index No.	Year	Title	Tuition & Fees	Student Type
ACCT-111	1002	SP/14 	Principles of Accounting I	\$375 + \$25	CE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Out-of-county Maryland residents add \$10 per course;  
Out-of-state residents add \$20 per course. Includes seniors. \_\_\_\_\_

Seniors (Maryland residents ages 60 and older only) with tuition waivers,  
pay only a \$40 registration fee per course and other course fees. \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that all of the above information is true and correct.*

FOR FAX-IN OR MAIL-IN:



(circle one)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name (Please print legibly) \_\_\_\_\_ Signature \_\_\_\_\_

**Fax** this form with credit card info. to: 443-518-4333 or **mail** with payment to **Howard Community College**,  
10901 Little Patuxent Parkway, Columbia, MD 21044-3197, ATTN: Lock Box, Cashier's Office, RCF-203.

# Get Ahead in Life.

**Get a better job. Earn a promotion.  
Boost your pay. Sharpen your personal image.**

What does it take to get ahead? Education. It might be a 2-hour workshop on improving your wardrobe. Or a 12-hour course to learn a computer skill. Or the college degree you need for your resume.

The Laurel College Center can help in all these ways. Through a special partnership between Prince George's Community College and Howard Community College, you can now earn associate's degrees in Laurel. Noncredit courses and workforce training are also available to upgrade job skills or pursue personal interests.

312 Marshall Avenue, Laurel  
Adjacent to the Laurel Shopping Center

For more information, call toll-free **1-866-228-6110** or visit  
**[www.laurelcollegecenter.org](http://www.laurelcollegecenter.org)**



**LAUREL COLLEGE CENTER**

A Community of Colleges & Universities

## Registration Information

### Choose 1 of 4 easy options:



#### Option 1: ONLINE ([hccexpress.net](http://hccexpress.net))

Register and pay online—get immediate confirmation. No waiting or delays! Visit **[hccexpress.net](http://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. If you are a current or returning student and your correct email address is not in our system, please call 443-518-4825. If you run into any problems, call 443-518-4825, 8:30 am-6 pm.

#### SEARCH TIP: ENTER ONLY ONE CRITERION:

- Search only by Course Code 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-203. 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. If you register at least seven days ahead of class, you will receive a confirmation in the mail.

**To avoid seeing your class canceled, register at least 5 days ahead. You must register before attending; registrations are not taken in class.**

Have questions about registration? Call 443-518-4825 Mon.-Fri., 8:30am-6pm.

**Class Locations:** Room numbers and building locations are subject to last-minute changes. Please come early to your first class and check the sign posted in the lobby of the building listed in the course description. For a campus map and classroom locations, see pp. 50-51. Please note that HCC is a smoke-free, tobacco-free 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.



## GENERAL INFORMATION

**UPDATING YOUR PERSONAL INFORMATION IN OUR SYSTEM:** 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/admissions](http://howardcc.edu/admissions).
2. Submit form either in person or by mail to Division of Continuing Education & Workforce Development, 10901 Little Patuxent Parkway, Columbia, Md, 21044-3197.

Proof of residency may be required for address changes.

**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. See page 24 for more information or call 443-518-4659. For a copy of the *Credit Schedule of Classes*, call 443-518-4856.

**HOLIDAYS:** The college will be closed on May 26 for Memorial Day and July 4 for Independence Day.

**EMERGENCY CLOSINGS:** When the Howard County Public Schools are closed, HCC Continuing Education classes held at those schools will be canceled. For classes held on the campus, call 443-518-1000 or check the radio/TV. If the college is closed, all classes—whether credit or noncredit, including open enrollment courses at Gateway—are canceled. If the college has a LATE opening and there is more than 30 minutes of time left in a scheduled class at the late opening time, that class will meet for the remainder of the class time. If the college will be closing early and there will be more than 30 minutes of time available for a scheduled class before the college closes, that class will meet during the available time. Laurel College Center follows the weather closings and delays of Prince George's Community College. Mount Airy College Center follows the weather closings and delays of Carroll Community College. Collegewide class closings are also posted on the web at [howardcc.edu](http://howardcc.edu).

**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."

**TUITION:** Tuition must be paid in full at time of registration. Each tuition includes a built-in \$40 nonrefundable 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.

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.

**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. 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 [coned.howardcc.edu/ssi\\_waiver](http://coned.howardcc.edu/ssi_waiver) or call 443-518-1700 for more information.

**DROPS AND REFUNDS:** You can drop a class using HCC Express online up to one day before the class starts. On or after the start date, you must contact the Division of Continuing Education by: Phone: 443-518-1700 or 443-518-4825, Email: [ContinuingEducation@howardcc.edu](mailto:ContinuingEducation@howardcc.edu), Web: [http://coned.howardcc.edu/registration\\_and\\_payment/financial\\_and\\_payment\\_information/Refund\\_Transfer\\_Request](http://coned.howardcc.edu/registration_and_payment/financial_and_payment_information/Refund_Transfer_Request).

You will receive 100% of tuition and fees for most courses if we receive notification before the class starts. After the course begins, only tuition—not fees—is refunded. Make sure you allow enough time for notification to reach us before class begins. The refund process can take four weeks.

### 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/Mount Airy College Centers:** Parking is free, please observe the signs for appropriate spaces to use.

**BOOKSTORE:** Hours—Monday-Thursday 8:30am to 7pm and Friday 8:30am-3:30pm. Phone: 443-518-1400. Many textbooks can be ordered online; visit [howardcc-books.com](http://howardcc-books.com).

**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.

### ACCOMMODATIONS FOR PEOPLE WITH DIS-

**ABILITIES:** 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 notify the Division of Continuing Education, in writing, two weeks before their first class begins so that we may provide suitable assistance. All information will be kept confidential.

**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 athletic center and weight room and receive discounts to some Horowitz Center events.

## GENERAL INFORMATION/CAMPUS MAP

- 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.
- To Request Access to the Library & Open Computer Labs: ID holders should call 443-518-4646. You will be asked to show your student ID when using the facilities.

**Lost ID Cards:** There is a \$25 fee to replace lost cards.

**OTHER PASSES:** Any Howard County resident can purchase six-month, one-month, and day Athletic Center passes at the Cashier. The handicapped entrance on the side of the Athletic and Fitness Center requires a special card. If you need access, please notify the Division of Continuing Education & Workforce Development in writing two weeks before the first class. The Athletic and Fitness Center will provide a special access card, valid until the class session is over. The card must be returned at the end of the class session.

**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 [coned.howardcc.edu/student\\_services/services/records.html](http://coned.howardcc.edu/student_services/services/records.html) and click on "Record Request Form." Information on all courses taken on or after July 1, 2003, will be included.

**COMING ATTRACTIONS!** The Fall Schedule will be posted to our website ([howardcc.edu/coned](http://howardcc.edu/coned)) mid-July and mailed to all Howard County residences in early August.

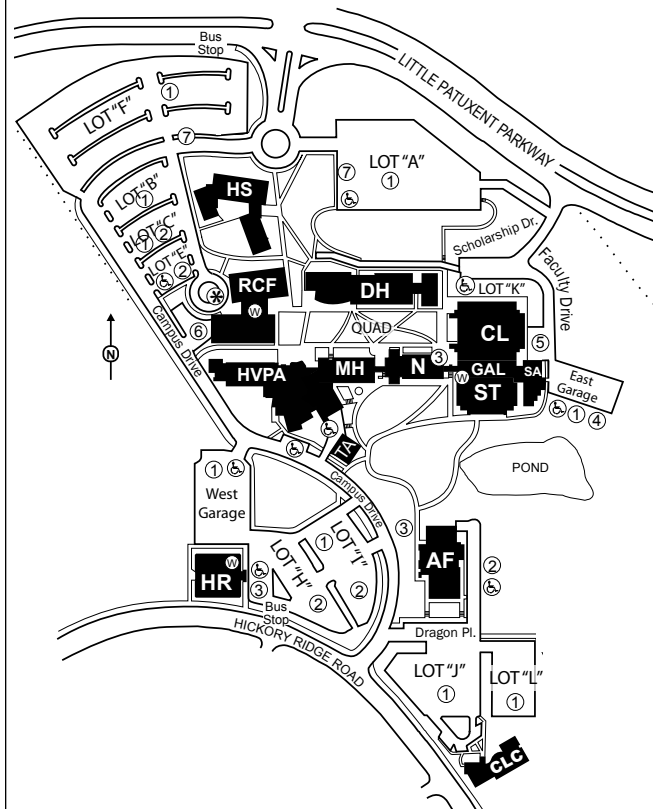
**GIFT CERTIFICATES:** Give the gift of learning! The certificates can be for any dollar amount you choose and can be used like a check to pay for course costs at registration. Gift certificates can be passed at the Cashier's Office (RCF-201).

**COURSE PROPOSERS AND TEACHERS:** To apply for adjunct faculty positions, visit [hccjobs.org](http://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](mailto:ContinuingEducation@howardcc.edu).

### 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, security 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 security policy statements. Howard Community College makes this report available to all students and employees on the college website at [howardcc.edu/students/security](http://howardcc.edu/students/security).

### CAMPUS MAP



#### BUILDING LOCATION CODES

AF ..... Athletic & Fitness Center  
 CL ..... James Clark, Jr. Library Hall  
 CLC ..... Children's Learning Center  
 DH ..... Mary Ellen Duncan Hall for English, Languages & Business  
 GAL ..... Dwight A. Burrill Galleria  
 HR ..... Hickory Ridge Building  
 HS ..... Health Sciences Building  
 HVPA ..... Peter and Elizabeth Horowitz Visual & Performing Arts Center  
 MH ..... Patrick & Jill McCuan Hall  
 N ..... Nursing Building  
 RCF ..... The Rouse Company Foundation Student Services Hall  
 SA ..... Student Activities  
 ST ..... Science and Technology Building  
 TA ..... Temporary Modular Buildings

"0" indicates lower level  
 "1" indicates first floor  
 "2" indicates second floor  
 "3" indicates third floor  
 "4" indicates fourth floor

#### PARKING DESIGNATIONS

⑤—Handicapped, by Permit Only  
 W—Welcome Center  
 ⚡—Dragon Wagon Shuttle Stop  
 1—Open Parking  
 2—Employees Only  
 3—Bicycles  
 4—Licensed Motorcycles  
 5—Deliveries, Sales and Repair Reps  
 6—Food Services and Bookstore Deliveries  
 7—Drop Off Location  
 Lots are lettered as shown on map.

## CLASSROOM LOCATIONS

**Please note that HCC is a smoke-free, tobacco-free campus.**

Specific classroom numbers are posted in each building lobby on the day of class.

**Howard Community College (HCC) main campus**—10901 Little Patuxent Pkwy., Columbia, MD

**Athletic & Fitness Center**—HCC main campus

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

**Centennial High School**—4300 Centennial Lane, Ellicott City

**Duncan Hall**—HCC main campus

**Fellowship Hall, Mt. Hebron Presbyterian Church**—2330 Mt. Hebron Drive, Ellicott City

**Florence Bain Senior Center** (“The Bain Center”)—5470 Ruth Keeton Way, Columbia

**Gateway Campus**—Columbia Gateway Building, 6751 Columbia Gateway Drive, Columbia

**Health Sciences Building**—HCC main campus

**Hickory Ridge Building**—10650 Hickory Ridge Road, Columbia (on the southwest corner of the HCC main campus)

**Horowitz Visual & Performing Arts Center (HVPA)**—HCC main campus

**James Clark Jr. Library**—HCC main campus

**Laurel College Center (LCC)**—312 Marshall Avenue, Laurel

**Mount Airy College Center for Health Care Education (Mt. Airy)**—1902 Back Acre Circle, Mt. Airy

**Nursing Building (N)**—HCC main campus

**Temporary Classrooms (TA)**—HCC main campus

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## REGISTER NOW

To download an additional registration form, go to [coned.howardcc.edu/regform](http://coned.howardcc.edu/regform). Registration information, including ways to register, is included on the registration form. To register online, go to [coned.howardcc.edu/register](http://coned.howardcc.edu/register).