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COMMUNITY COLLEGE

SUMMER 2012
Noncredit Classes



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- an opportunity to meet people from your community
- the college’s 40 years of proven educational excellence in the county
- quality. We have a 98.6% satisfaction rate among our customers, and most of them rate our courses as good-to-excellent.
- value. The Learning Resources Network has described our Division as “one of the top continuing education units in North America.”

REGISTRATION FORMS ARE IN THE BACK OF THIS BOOKLET.

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HCC Continuing Education Web Site: **www.howardcc.edu/coned**

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COURSE NOTES

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

ADULT BASIC EDUCATION

See page 23.



Business Skills

Marketing Your Meetings and Exhibits

Learn what to include in your marketing plan and how to understand the purpose of your meetings and exhibits. This class will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition, and how to monitor the results of your marketing plan. \$25**

■ Thu 6:30pm-9:30pm, Jul 19
 #6791 XE 705 M1601 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 deliver your presentation using minimal notes. Practice an elegant strategy to present yourself as a confident and skilled presenter. \$84. Please bring lunch. (includes \$5 materials fee*)

■ Sat 9am-4pm, Jul 21
 #5973 XI 201 6992 Gateway Campus

LEADERSHIP & SUPERVISION

Certified Project Managers are among the most sought after and highest paid business professionals today. Project Management is one of the top 10 Business and IT certifications. The average compensation for U.S. project management professionals is \$100,000+ according to the PMI Project Management Salary Survey.

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. \$395 (includes \$355 materials fee*)

■ Mon,Tue 9am-4pm, Jun 04-Jun 05
 #5521 XB 995 8338 Gateway Campus Rm 3
 ■ Mon,Tue 9am-4pm, Jul 30-Jul 31
 #2827 XB 995 8422 Gateway Campus Rm 3

Project Management Professional (PMP) classroom-based courses preparing you for the PMP exam will be offered this fall starting September 25. For more information call 443-518-4973.

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 2-3 months but have up to six months if needed. 5.6 CEUs. \$895

■ Jun 01-Oct 31
 #5820 XB 998 8373 Online
 ■ Jul 02-Nov 30
 #2865 XB 998 8447 Online
 ■ Aug 01-Dec 31
 #2866 XB 998 8448 Online

Earned Value Management

Tools, methods, and particularly, performance metrics needed for IT projects differ in many respects from the tools, methods, and metrics for other types of projects. This class focuses on the challenges faced by IT Project Managers in using Earned Value Management (EVM) performance measurement methodology in the IT environment. Emphasis is placed on understanding how to develop and apply appropriate metrics for Percent Complete, and how these metrics (conventions) affect the calculation of the Earned Value measurement. Uses of different methods (such as Fixed-Formula, Weighted-Milestones, Apportioned-Effort, etc.) are explored and the appropriateness of their use on IT projects is discussed. The class also addresses issues associated with deliverables that span multiple phases of the Project Life-Cycle and processes (such as testing) that are iterative. This class is recommended for experienced Project Managers and other managers who are PMP Certified. 1.2 CEUs. \$595 (include

■ Thu,Fri 9am-4pm, Jun 14-Jun 15
 #5552 XB 908 8367 Gateway Campus Rm 2

Introduction to Agile Project Management

This class provides an introduction to the basic methods, tools, techniques, and terminology of “Agile” project management. The rationale for the adoption and utilization of Agile methodologies (in lieu of traditional project management methodologies) is discussed. Three different Agile methodologies—Dynamic Systems Development (DSDM), Crystal, and SCRUM—will be discussed. .6 CEUs. \$299 (includes \$160 materials fee*)

■ Mon 9am-4pm, Aug 06
#2869 XB 911 8457

Gateway Campus Rm 3

Project Requirements Management

Projects are carried out to produce products and /or services that meet the needs of customers. To truly meet the customers’ needs, the Project Team must ensure that the customer’s requirements for the products and services are clearly and fully understood. IT projects present special challenges in this regard that other kinds of projects do not. Getting from Business-level Requirements, to solid Functional Requirements, to Technical Requirements on IT projects requires good, solid Requirements Management skills. This class teaches the principles, tools-and-techniques, methods, and processes used by professional Project Managers to elicit, write, qualify, and develop rigorous metrics to verify requirements. You will also learn how to utilize Use Cases and Prototyping to improve communication to better ensure that the customers’ true needs are met during project execution. 1.2 CEUs. \$595 (includes \$300 materials fee*)

■ Thu, Fri 9am-4pm, Aug 23-Aug 24
#2870 XB 907 8458

Gateway Campus Rm 3

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

Project Management Fundamentals
Project Management Applications
High Speed Project Management
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
Total Quality Fundamentals
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Keys to Effective Communication
Leadership

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Real-world, speak-it-now Spanish classroom instruction for people in specific occupations. Classes are learner-friendly, grammar-free, easy, fast, and fun. Sample occupations: construction, police, fire/rescue, food service, landscaping, education, health care, retail, industrial, warehousing, secretarial, many more.

Online courses are available, too:

- Hospital and medical office nurses
- Dental hygienists
- Dentists
- Emergency medical services
- Banks / financial institutions
- Library personnel
- Pharmacy personnel
- Physicians
- Real estate agents
- Respiratory therapists
- Community citizens
- Workforce

For more information, call Sara Baum
@ 443-518-4976

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Online Courses for New Managers

Leadership
Communicating Like a Leader
Managing Customer Service
Building Teams That Work
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or call 443-518-4680
for more information

UGoTClass Online Courses - Summer 2012

For information visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680.
For company reimbursement, please ask us about tuition/fee eligibility.

COURSE TITLE	START DATE	END DATE	COST
Business Coaching Certificate	6/4/2012	7/27/2012	\$295
Supervisory & Leadership Certificate	6/4/2012	7/27/2012	\$395
Mobile Marketing Certificate			\$595
Mobile Marketing	6/4/2012	6/29/2012	\$195
Creating Cell Phone Apps for your Business	7/2/2012	7/27/2012	\$245
Advanced Mobile Marketing *NEW!*	8/6/2012	8/31/2012	\$245
Business Research Certificate			\$495
Introduction to Business Research	6/4/2012	6/29/2012	NA
Business Statistics	7/2/2012	7/27/2012	NA
Qualitative Business Research	8/6/2012	8/31/2012	NA
Certificate in Online Teaching			\$495
Designing Online Instruction	5/21/2012	5/25/2012	\$195
Building Online Learning Communities	7/16/2012	7/20/2012	\$195
Advanced Teaching Online	8/20/2012	8/24/2012	\$195
Video Marketing Certificate			\$395
Video Marketing	7/2/2012	7/27/2012	\$195
YouTube for Business	7/2/2012	7/27/2012	\$195
eMarketing Essentials Certificate			\$495
Improving Email Promotions	6/4/2012	6/29/2012	\$195
Boosting Your Website Traffic	7/2/2012	7/27/2012	\$195
Online Advertising	8/6/2012	8/31/2012	\$195
LEED Green Associate Exam Preparation	6/4/2012	7/27/2012	\$695
Social Media for Business Certificate			\$495
Introduction to Social Media	6/4/2012	6/29/2012	\$195
Marketing Using Social Media	7/2/2012	7/27/2012	\$195
Integrating Social Media in Your Organization	8/6/2012	8/31/2012	\$195
Individual Courses			
Advanced Website Strategies	7/2/2012	7/27/2012	\$195
Cyber Security for Managers	7/2/2012	7/27/2012	\$245
Dementia Care Specialist	6/4/2012	7/27/2012	\$495
Designing Successful Webinars	6/4/2012	6/29/2012	\$195
Entrepreneur Boot Camp	6/4/2012	6/29/2012	\$195
Extraordinary Customer Service	6/4/2012	6/29/2012	\$145
Facebook for Business	7/2/2012	7/27/2012	\$245
Google Analytics	7/2/2012	7/27/2012	\$195
Government Contracting	6/4/2012	6/29/2012	\$195
Introduction to Implementing Green Workplaces	6/4/2012	6/29/2012	\$195
Media Buying Strategies	7/2/2012	7/27/2012	\$195
Photoshop	6/4/2012	6/29/2012	\$195
Practical Math for the Workplace	6/4/2012	6/29/2012	\$145
Recruiting and Retaining Gen X and Gen Y	6/4/2012	6/29/2012	\$175
Successful Survey Techniques	6/4/2012	6/29/2012	\$395
Twitter	7/2/2012	7/27/2012	\$195
Courses for K-12 Teachers			
Students with Aspergers	6/4/2012	6/29/2012	\$145
Gender in the Classroom	6/4/2012	6/29/2012	\$145
Online Learning & Teaching for K-12 Teachers	6/4/2012	6/29/2012	\$145
Social Media and Online Tools for K-12 Teachers	7/2/2012	7/27/2012	\$145
Generational Learning Styles for K-12 Teachers	7/2/2012	7/27/2012	\$145

How to Succeed in Federal Government Contracting



How to Manage Your Government Contract And Leverage It for the Future

Examine best practices for managing your contract, the requirements of the federal government, billing the government, and recordkeeping. Discuss strategies for winning more business while on the contract. Explore the General Services Administration (GSA). Review how the GSA's procurement experts identify potential vendors, award contractors and help ensure that federal contracting requirements are met. Learn about the link between the public sector and the industry experts, and its role in the acquisition process, which allows agencies to concentrate on their core missions. A user's manual will be provided to participants. \$132 (includes \$12 materials fee*)

■ Sat 9am-5pm, Jul 14 (Bring lunch)
#6807 XB 501 6930

Gateway Campus

How to Do Business in the Government Sector

Maneuver through the federal contract process to develop a strategy for doing business with the federal government. Learn how to obtain a DUNS number; register with CCR, FedBizOps, and ORCA; and identify the NAIC and SIC codes, ap-card/procurement process, NSA PISA security clearances, and capability statement overview. Find out how to use strategic partnering with government contractors/large companies to get contracts; sign up with different large government contractors on their website (SAIC, CSC, Northrop Grumman); and understand the prime's process. At the end of this course, you'll be able to register your business in CCR and FedBizOps and find contract opportunities through the government websites. A user's manual will be provided to participants. \$132 (includes \$12 materials fee*)

■ Sat 9am-5pm, Jul 21 (Bring lunch)
#3698 XB 105 6011

Gateway Campus

How to Write Government Proposals for RFPs/RFIs/RFQs

Get the tools to understand the proposal development strategies and processes and receive writing proposal tips for Request for Proposal (RFP), Request for Information (RFI), and Request for Quotations (RFQ) (service vs. goods). You will also learn federal terminology and regulations. There will be opportunities to review and analyze winning proposals to use as a base for proposal writing in a group setting. At the end of this course, you will develop a draft RFP detailing the various components of a federal proposal. A user's manual will be provided to participants. \$235 (includes \$12 materials fee*)

■ Tue,Thu 7pm-9:30pm, Jul 10-Jul 26
#6809 XB 503 6932

Gateway Campus



How to Price Your Products & Services For Government Contracts

Learn how to research cost based on products and services for an RFP or RFQ and cost a contract by studying samples. Topics include developing a cost analysis, a negotiation plan (identifying cost and other possible issues), and negotiation objectives. In addition, you will walk away with practical steps for documenting the rationale used for the overall negotiated price. This will require you to understand the financial/business challenges of your business as it pertains to preparing an effective cost analysis. A user's manual will be provided to participants. \$132 (includes \$12 materials fee*)

■ Sat 9am-5pm, Jul 28 (Bring lunch)
#6808 XB 504 6931

Gateway Campus

Entire Series: Take all 4 courses for \$600

■ Jul 10- Jul 28
#4300 XB 500 6981 Gateway Campus

ENTREPRENEURSHIP, SELF-EMPLOYMENT & SMALL BUSINESS

Starting a Small Business

Learn from Vincent Mallozi, a colleague of the author of *Starting a Small Business*, how to create effective business strategies, how to analyze your competition, how to set up your books for successful financial management, and much more. You will have ample opportunity to ask questions and to develop worksheets specifically tailored to your own business, and you will come away from class with tips, techniques, and an action plan you can start using right away. You will also receive a copy of *Starting a Small Business*. \$170

■ Sat 9am-4pm, Jul 14-Jul 21
#5956 XB 701 6456

Gateway Campus

Buying, Creating and Operating a Bed And Breakfast

David Balderson, owner of the Wayside Inn in Ellicott City, is your host as you go behind the scenes and learn how to start and operate a successful B&B. Learn how to market, create a special image, decorate, and develop a business plan. Discover innovative, inexpensive amenities to enhance guests' stay and ensure they'll come back. The last class will be a tour of the Wayside Inn; students provide own transportation. \$89**

■ Wed 7pm-9pm, Jun 06-Jun 20
#5143 XE 600 6390

Hickory Ridge

Contract Opportunities in the State and County

This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions. \$25**

■ Mon 6:30pm-9:30pm, Jul 16
#6792 XE 495 M1710

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 \$60 materials fee*)

■ Sat 9am-4pm, Jul 21
#2855 XB 180 8451

Gateway Campus Lab E



Starting Your Meeting Planning Company

Have you ever thought of starting your own meeting management company and didn't know where to begin? This program 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. \$50

■ Sat 9am-4pm, Jul 14
#6790 XB 595 M1600

Laurel College Center

How to Fund Your Next Investment Property—see p. 31.

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** (includes \$39 materials fee*)

■ Tue,Thu 6:30pm-9:30pm, Jul 10-Jul 12
#2834 XE 285 8428

Gateway Campus Lab C

■ Mon,Wed 6:30pm-9:30pm, Aug 13-Aug 15
#2871 XE 285 8459

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** (includes \$39 materials fee*)

■ Tue,Thu 6:30pm-9:30pm, Jun 19-Jun 21
#5531 XE 489 8348

Gateway Campus Lab C

■ Tue,Thu 6:30pm-9:30pm, Aug 21-Aug 23
#2835 XE 489 8429

Gateway Campus Lab C

Building Your Business on eBay - Beyond The Basics

Learn how to start and grow an eBay business. Begin by developing a business plan and choosing the right listing format. Use eBay tools to manage your listings and inventory and to market your business. \$79** (includes \$39 materials fee*)

■ Mon,Wed 6:30pm-9:30pm, Jun 04-Jun 06
#5530 XE 488 8347

Gateway Campus Lab C



Introduction to Social Media

Social media has become extremely popular because it allows people to connect in the online world to discover, read and share news, information, and content and to form relationships for personal and business purposes. It can take many different forms. In this class we will get you started with a few of the most popular venues for business use, including Facebook, Twitter, Linked In, Google+, and Quora. Find out why millions are finding online networking to be profitable both socially and professionally. \$55** (includes \$15 computer fee*)

- Fri 9am-12pm, Jun 01
#5526 XE 302 8343 Gateway Campus Lab A
- Wed 9am-12pm, Jul 18
#2830 XE 302 8425 Gateway Campus Lab A
- Tue 9am-12pm, Aug 14
#2831 XE 302 8426 Gateway Campus Lab A

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. \$59**

- Thu 9am-12pm, Jun 21
#5527 XE 445 8344 Gateway Campus Lab C
- Mon 9am-12pm, Aug 06
#2833 XE 445 8427 Gateway Campus Lab C

Such a Voice (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 James Earl Jones, Linda Hunt, and Donald Sutherland 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! In this class 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! The instructor, Dan Levine, has many years of experience as a professional performer. He will demonstrate voice-over technique and will introduce you to the voice-over business as a whole. He will also talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results! \$59**

- Thu 7pm-9pm, Jun 21
#5097 XE 100 6425 Gateway Campus
- Sat 10am-12pm, Jun 23
#5622 XE 100 J1418 Laurel College Center



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. \$150

- Mon 6:30pm-8:30pm, Jun 25-Aug 13
#6800 XB 877 M1602 Laurel College Center

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. \$45

- Sat 10am-4pm, Aug 18
#6794 ZB 484 M1711 Laurel College Center



Applied Notary Practices and Procedures

A continuation of ZB 484, 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. \$45

■ Sat 10am-4pm, Aug 25
#6795 ZB 518 M1712

Laurel College Center

ONLINE Courses for Entrepreneurs

- Creating a Successful Business Plan
- Start and Operate Your Own Home-Based Business
- Marketing Your Business on the Internet
- Effective Selling
- Start Your Own Consulting Practice
- Learn to Buy and Sell on eBay

For more information, visit
www.ed2go.com/howardcc

Child Care Certification II: Curriculum

This course covers the curriculum half of 90 hours coursework plus communication skills. This certification course satisfies half of the MSDE requirement of 90 hours for child care teachers and directors working with preschoolers, and also satisfies the 9-hour Communication Skills requirement. Discover why play is a child's work! Examine curriculum materials and teaching methods that stimulate children from birth to age 6, and build communication skills to use with parents, co-workers and the public. This course and Child Care Certification I are required to complete the 90-hour child care certification. You must attend all class hours and successfully complete class assignments to receive a course certificate. Purchase textbook prior to class. (T) 5.4 CEUs. \$230

■ Jun 13-Aug 08

#2394 ZB 670 7069

Online

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

■ Mon,Wed,Fri 6:30pm-9:45pm, Jul 23-Aug 31

#6057 ZB 670 7670

Gateway Campus

CHILD CARE

Requirements for Child Care Positions

Child Care Teacher Preschool 90 hrs: Child Care Certification I & II

Child Care Teacher Infant/Toddler 90 hrs: Child Care Cert. I & Infant-Toddler Care

Child Care Teacher School Age 90 hrs: Child Care Cert. I & School Age Curriculum

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

Family Child Care Provider: Family Child Care PreService, SIDS & Emergency Prep.

Child Care Certification I: Growth and Development

This course covers the child development half of 90 hours coursework plus communication skills. This certification course satisfies half of the MSDE requirement of 90 hours for child care teachers and directors, and also satisfies the 9-hour Communication Skills requirement. Gain a broad overview of the social, emotional, cognitive, and physical development of the child from birth to age 13, and build communication skills to use with parents, co-workers and the public. 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 attend all class hours and successfully complete class assignments to receive a course certificate. Purchase textbook prior to class. (T) 5.4 CEUs. \$230

■ Mon,Wed,Fri 6:30pm-9:45pm, Jun 04-Jul 16

#2388 ZB 669 7066

Gateway Campus

■ Wed -, Jul 18-Aug 29

#6056 ZB 669 7673

Online

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

Meet The Instructor!



Barbara Murray teaches Child Care Certification I and II. In her class, students meet three evenings per week for study, lively discussions, and activities. She holds B.S. and M.S. degrees in Child Development from Howard University and has extensive background in the field of early care and education, as a licensing specialist and supervisor for MSDE Office of child Care, and as a preschool teacher, director, and administrator, serving on several boards to establish and implement quality child care standards in the State of Maryland.

What makes her class special: Students in Barbara's classroom engage in hands-on activities, group discussions, and networking with other child care professionals as they learn to design and provide a quality program for children

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 attend all class hours and successfully complete class assignments to receive a certificate. Textbook is included and will be provided in class. 4.5 CEUs. \$230

■ Sat 9am-4:30pm, Jul 07-Aug 18

#6774 ZB 702 J1700

Laurel College Center



Infant/Toddler Care

Gain the skills necessary to work with infants and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Textbook is included and will be provided in class. 5.4 CEUs. \$230

■ Jun 15-Jul 27
 #2370 ZB 590 7070 Online
 (Online class section has optional orientation meeting on June 14, 6:30-8:30pm in Hickory Ridge.)

School Age Child Care: Curriculum

Gain the skills necessary to work in school-age child care programs, and build communication skills to use with parents, coworkers and the public. 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, and also satisfies the 9-hour communication skills requirement. You must attend all hours and successfully complete all course requirements to receive a certificate. Purchase textbook before class. 5.4 CEUs. \$230

■ Jun 15-Jul 27
 #5588 ZB 671 7076 Online
 (Online class section has optional orientation meeting on the first class date, 6:30-8:30pm 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 attend all class hours and successfully complete class assignments to receive a course certificate. Purchase textbook from HCC bookstore before class. 4.5 CEUs. \$230

■ Jul 20-Aug 24
 #6061 ZB 673 7677 Online
 (Online class section has optional orientation meeting on the first class date, 6:30-8:30pm in Hickory Ridge.)

Family Child Care Pre-Service SERIES

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 attend all classroom hours and complete all coursework to successfully complete this course. Call 443-518-4049 for more information. 2.4 CEUs. \$150

■ Sat 9am-1pm, Jul 21-Aug 04
 #6063 ZB 696 7675 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.)
 ■ Sat 9am-5:30pm, Aug 04-Aug 18
 #6777 ZB 696 J1703 Laurel College Center
 (In this section all class hours are conducted in the classroom.)

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

Family Child Care-Child Development

Module 1 (Child Development) 4 clock-hours. .4 CEUs. \$30

■ Sat 9am-1pm, Jun 16
 #5730 ZB 663 J1782 Laurel College Center
 ■ Sat 9am-1pm, Aug 04
 #6778 ZB 663 J1704 Laurel College Center

Family Child Care-Curriculum

Module 2 (Curriculum) 4 clock-hours. .4 CEUs. \$30

■ Sat 1:30pm-5:30pm, Jun 16
 #5733 ZB 664 J1783 Laurel College Center
 ■ Sat 1:30pm-5:30pm, Aug 04
 #6779 ZB 664 J1705 Laurel College Center

Family Child Care-Health, Safety and Nutrition

Module 3 (Health, Safety & Nutrition) 4 clock-hours. .4 CEUs. \$30

■ Sat 9am-1pm, Jun 23
 #5734 ZB 665 J1784 Laurel College Center
 ■ Sat 9am-1pm, Aug 11
 #6780 ZB 665 J1706 Laurel College Center

Family Child Care-Special Needs

Module 4 (Special Needs) 4 clock-hours. .4 CEUs. \$30

■ Sat 1:30pm-5:30pm, Jun 23
 #5735 ZB 666 J1785 Laurel College Center
 ■ Sat 1:30pm-5:30pm, Aug 11
 #6781 ZB 666 J1707 Laurel College Center

Family Child Care-Professionalism

Module 5 (Professionalism) 4 clock-hours. .4 CEUs. \$30

■ Sat 9am-1pm, Jun 30
 #5736 ZB 667 J1786 Laurel College Center
 ■ Sat 9am-1pm, Aug 18
 #6782 ZB 667 J1708 Laurel College Center

Family Child Care-Community

Module 6 (Community) 4 clock-hours. .4 CEUs. \$30

■ Sat 1:30pm-5:30pm, Jun 30
 #5737 ZB 668 J1787 Laurel College Center
 ■ Sat 1:30pm-5:30pm, Aug 18
 #6784 ZB 668 J1709 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. \$15

■ Sat 2pm-4pm, Jul 21
#6048 ZB 661 7676

Gateway Campus

class. Core of Knowledge: 6 clock hrs. HSN. .6 CEUs. \$69 (includes \$15 materials fee*)

■ Sat 9am-3:30pm, Jun 16
#2402 ZB 684 7023
■ Sat 9am-3:30pm, Jul 28
#6775 ZB 684 J1701

Hickory Ridge

Laurel College Center

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. \$75 (includes \$5 materials fee*)

■ Fri 6:30pm-9:45pm, Jun 15-Jun 29
#2376 ZB 654 7072

Gateway Campus

■ Fri 6:30pm-9:45pm, Aug 03-Aug 17
#6045 ZB 654 7671

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. \$15

■ Sat 9am-3:30pm, Jul 21
#6047 ZB 655 7674

Hickory Ridge 108

(Cost for this section is \$15 and lunch is provided: funded by Project Security Blanket grant.)

■ Sat 9am-3:30pm, Aug 25 **\$40
#6776 ZB 655 J1702

Laurel College Center

(Cost for this section is \$40. Please bring a bag lunch.)

Medication Administration

Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides 6 clock hours of MSDE Core of Knowledge: Health, Safety and Nutrition and addresses NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction is provided by qualified health professionals. MDSE Medication Administration handbook provided in

Are Your Skills Up-to-Date?

Asthma and Allergies Training: 4-hour MSDE approved course is now available.

Medication Administration training: As of July 1, 2011, child care centers may administer medication to a child in center-based care only by an employee who has completed approved medication training.

Family Child Care Infant Toddler Training: Providers applying for an infant toddler capacity of more than two children under two years old must complete 45 clock hours of approved Infant/Toddler Care training.

Emergency and Disaster training: Child care centers and family child care homes are required to have training to develop and post an emergency and disaster plan for their program.

Asthma and Allergies Training for Child Care

Become better prepared to assist children with asthma and allergies while in your care and provide a healthier program environment. Children with asthma and allergies are increasingly receiving care in licensed programs, and these children often require special care arrangements. This MSDE-approved course provides information and skill training appropriate for child care providers. MSDE Core of Knowledge: 4 clock-hours Special Needs. .4 CEUs. \$69 (includes \$15 materials fee*)

■ Sat 9am-1:15pm, Aug 18
#6761 ZB 703 7672

Hickory Ridge 108

Advancing Your Career

Are you interested in building on the knowledge you've gained in your Continuing Education child care courses? Have you considered getting a credit certificate or associates degree in Early Childhood Education and increasing your career opportunities? If you have successfully completed the noncredit child care certification courses in growth and development and curriculum, school-age curriculum, or infant and toddler care, consider taking one of the child care proficiency exams. The cost is \$25 per exam, and if you successfully complete it, you can get credit for EDUC-111, EDUC-112, EDUC-113, or EDUC-160. Not only will that course appear on your credit transcript, it will also satisfy a prerequisite requirement. This gives you a head start on your coursework for the credit certificate or degree and helps you complete more quickly. For more information, call Kate Kenney at 443-518-4059.

School-Age Curriculum Development: 45 Hours

This certificate course has been approved by the Maryland State Department of Education to satisfy the curriculum portion (second half of the 90 hours) required for group leaders and directors/coordinators in before/after care group centers and home centers to work with children 5-13 years of age. Prerequisite: Child Growth and Development to work with children birth to 13. Full attendance required. *NOTE:* This is a hybrid course, part online and part classroom. Access to a computer and computer/Internet skills required. Text required at first class. (T) 4.5 CEUs. \$175

■ Wed 6:30pm-10pm
 AND Sat 8:30am-4:30pm, Aug 01-Aug 18
 #6798 ZB 656 M1713 Laurel College Center

Child Care Administration for Directors

This course is designed to meet all the new MSDE administrative requirements for center directors. Topics will include program design and management, budget, daily operations, staff management, and curriculum/activities. Text required at first class. (T) 4.5 CEUs. \$175

■ Sat 8:30am-4:30pm, Jun 02-Jul 07
 #6799 ZB 675 M1714 Laurel College Center

Info at Your Fingertips . . .
 is just a click away.
 For more information about
 child care classes, email
childcareclasses@howardcc.edu

OTHER OCCUPATIONS

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. \$60

■ Tue,Thu 6pm-9pm, Aug 14-Aug 16
 #6802 ZB 110 M1715 Laurel College Center

Lead Paint Renovation, Repair, and Painting

Common activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. Beginning April 2010, contractors performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Howard Community College is partnering with National Center for Healthy Housing to offer this EPA-approved course. You will receive a certificate from the National Center for Healthy Housing after you successfully complete the course. This certificate enables a renovator to become a certified renovator and perform renovation activities detailed in 40CFR 745.90. Space is limited; register early. *NOTE:* Standard refund policy does not apply. Refunds

issued only until the sixth day before class starts; no refunds afterward. (Includes \$114 materia

■ Sat 8:30am-5:30pm, Jun 09
 #4940 ZB 111 7231 Hickory Ridge 120
 ■ Sat 8:30am-5:30pm, Jul 14
 #6523 ZB 111 7471 Hickory Ridge 120
 ■ Sat 8:30am-5:30pm, Aug 11
 #6524 ZB 111 7472 Hickory Ridge 120

ATTENTION EMPLOYERS!

Do your employees meet the EPA guidelines for Lead Paint Renovation, Repair, and Painting? If you have a group of employees who need this training, call Roxanne Farrar at 443- 518-4972 for information on arranging a class for the group that can be custom-tailored to your needs.

Computers & Information Technology

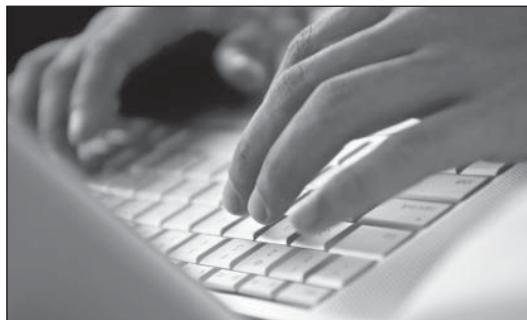
Not sure which course level is right for you? Call 443-518-4680.

COMPUTER BASICS

Overview of the Personal Computer

If you have never used an IBM personal computer (can you boot up?), 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 and World Wide Web 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. \$115 (includes \$50 computer fee*)

■ Tue 6:30pm-9:30pm, Jul 10-Jul 17
 #5955 XA 743 6836



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/software is available at the Bookstore (not included in course cost). (T) \$144 (includes \$45 computer fee*)

■ Sun 9:30am-12:30pm, Jun 10-Jul 15
 #5954 XA 355 6982 Hickory Ridge 334
 ■ Tue 6:30pm-9:30pm, Jun 19-Jul 24
 #5833 XA 355 J1420 Laurel College Center

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:

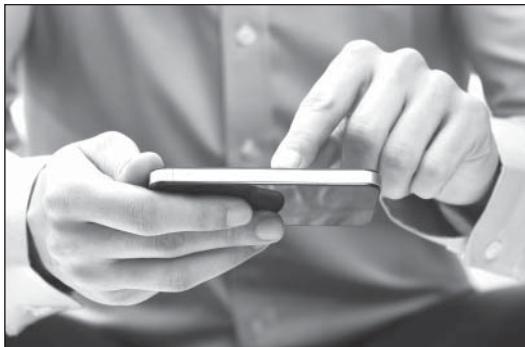
- XA 717 Working with Windows,
- XA 869 Microsoft Word Level 1,
- XA 872 Microsoft Excel Level 1, and
- XA 786 PowerPoint Presentations.

Take all four courses to save \$60 and get a free online class! Please call 443-518-4680 immediately after registering to confirm your class schedule. 3.9 CEUs. \$650 (includes \$360 computer fee*)

■ Jul 09-Aug 31

#2793 XA 738 8400

Gateway Campus



How to Set Up Your iPhone/Android Smart Device

Do you have an iPhone/iPad or Android device? Learn how to set it up, use it, download apps (applications/programs), remove apps, find great free apps, where to find help, and more. \$99** (includes \$59 materials fee*)

■ Mon 6:30pm-9:30pm, Jul 16-Jul 23

#2856 XE 502 8452

Gateway Campus Lab E

iPhone/Android/Smart Device Photography—see p. 30.

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 \$80 computer fee*)

■ Tue,Thu 9am-4pm, Jun 05-Jun 07

#5457 XA 869 8307

Gateway Campus Lab B

■ Mon,Wed 6:30pm-9:30pm, Jul 16-Jul 25

#2809 XA 869 8403

Gateway Campus Lab B

■ Mon,Wed 9am-4pm, Aug 06-Aug 08

#2810 XA 869 8404

Gateway Campus Lab B

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 \$40 computer fee*)

■ Mon 9am-4pm, Jul 09

#6785 XA 782 J1800

Laurel College Center

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 \$80 computer fee*)

■ Tue,Thu 9am-4pm, Jun 12-Jun 14

#5459 XA 870 8308

Gateway Campus Lab B

■ Wed,Fri 9am-4pm, Aug 22-Aug 24

#2812 XA 870 8406

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. Prerequisite: Microsoft Word in a Day. .6 CEUs. \$130 (includes \$40 computer fee*)

■ Mon 9am-4pm, Jun 25

#5460 XA 783 8309

Gateway Campus Lab B

■ Tue 9am-4pm, Jul 31

#2811 XA 783 8405

Gateway Campus Lab B

Working With Windows 7

Microsoft's latest Windows 7 operating system is a complete overhaul of previous versions and features many enhancements. Explore the new features and see how you can increase your productivity. 9 hours. .9 CEUs. \$150 (includes \$55 computer fee*)

■ Mon,Wed 9:30am-3pm, Jun 18-Jun 20

#5823 XA 717 8300

Gateway Campus Lab D

■ Thu,Fri 9:30am-3pm, Jul 12-Jul 13

#2807 XA 717 8401

Gateway Campus Lab A

■ Mon,Wed,Fri 6:30pm-9:30pm, Jul 30-Aug 03

#2808 XA 717 8402

Gateway Campus Lab A

Email Basics and Outlook

Learn how to send and receive email including how to handle attachments. Work with the Address Book, Calendar, Inbox and more. Prerequisite: Microsoft Windows Introduction or equivalent experience. .6 CEUs. \$135 (includes \$40 computer fee*)

■ Tue 9am-4pm, Jul 17

#2863 XA 443 8455

Gateway Campus Lab E

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 \$30 computer fee*)

■ Thu 9am-12pm, Jul 26

#2821 XA 773 8416

Gateway Campus Lab E

OFFICE APPLICATIONS

Microsoft Business Certification Credentials

The Microsoft Office Specialist (MOS) Certification program validates your skills with Microsoft Office applications. To obtain this credential you will need to take specific Microsoft exams. The courses that follow can help you prepare. For more information call 443-518-4680.

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 \$40 computer fee*)

- Thu 9am-4pm, Jun 28
#5461 XA 616 8310 Gateway Campus Lab B
- Thu 9am-4pm, Aug 30
#2813 XA 616 8407 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 \$80 computer fee*)

- Thu, Fri 9am-4pm, Jul 19-Jul 20
#2815 XA 872 8409 Gateway Campus Lab B
- Tue, Thu 6:30pm-9:30pm, Aug 07-Aug 16
#6787 XA 872 J1802 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 \$40 computer fee*)

- Mon 9am-4pm, Jun 04
#5484 XA 784 8315 Gateway Campus Lab B
- Mon 9am-4pm, Jul 09
#2814 XA 784 8408 Gateway Campus Lab B
- Thu 9am-4pm, Aug 02
#2816 XA 784 8410 Gateway Campus Lab B

Microsoft Excel Level 2

Learn how to create 3-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 \$80 computer fee*)

- Mon, Wed 9am-4pm, Jun 11-Jun 13
#5486 XA 873 8317 Gateway Campus Lab B
- Tue, Thu 9am-4pm, Aug 21-Aug 23
#2818 XA 873 8412 Gateway Campus Lab E

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 2-day classes. Prerequisite: Microsoft Excel Level 1 in a Day. .6 CEUs. \$130 (includes \$40 computer fee*)

- Tue 9am-4pm, Jun 26
#5487 XA 865 8318 Gateway Campus Lab B
- Fri 9am-4pm, Aug 17
#2817 XA 865 8411 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), running and recording macros, SmartArt graphics, and conditional

formatting with graphics. .6 CEUs. \$130 (includes \$50 computer fee*)

- Fri 9am-4pm, Jun 29
#5556 XA 866 8369 Gateway Campus Lab B
- Fri 9am-4pm, Aug 31
#2861 XA 866 8413 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 \$40 computer fee*)

- Tue, Thu 6:30pm-9:30pm, Jun 12-Jun 14
#5493 XA 786 8321 Gateway Campus Lab B
- Fri 9am-4pm, Jul 27
#2819 XA 786 8414 Gateway Campus Lab B
- Mon, Wed 6:30pm-9:30pm, Aug 13-Aug 15
#6786 XA 786 J1801 Laurel College Center

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 \$40 computer fee*)

- Fri 9am-4pm, Jun 22
#5494 XA 787 8322 Gateway Campus Lab D
- Fri 9am-4pm, Aug 10
#2820 XA 787 8415 Gateway Campus Lab B

Attention, Supervisors & Managers!

Customized training for your staff is available on any computer course we offer.

For more information, call Bev at 443-518-4973.

COURSE NOTES

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

DATABASES

Access Database Professional Series

Take all three courses 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 \$80 computer fee*)

- Wed, Fri 9am-4pm, Jul 11-Jul 13
#2822 XA 874 8417 Gateway Campus Lab B
- Wed, Fri 9am-4pm, Aug 01-Aug 03
#2823 XA 874 8418 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 \$80 computer fee*)

- Wed, Fri 9am-4pm, Jun 06-Jun 08
#5504 XA 875 8326 Gateway Campus Lab D
- Tue, Thu 9am-4pm, Aug 14-Aug 16
#2824 XA 875 8419 Gateway Campus Lab D

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 \$75 computer fee*)

- Thu, Fri 9am-4pm, Jun 21-Jun 22
#5505 XA 876 8327 Gateway Campus Lab E
- Thu, Fri 9am-4pm, Jun 21-Jun 22 **\$207
#5506 XA 876 8328 Gateway Campus Lab E
(To register for this section you must have registered for XA-874 and XA-875.)
- Wed, Fri 9am-4pm, Aug 29-Aug 31
#2825 XA 876 8420 Gateway Campus Lab E
- Wed, Fri 9am-4pm, Aug 29-Aug 31 **\$207
#2826 XA 876 8421 Gateway Campus Lab E
(To register for this section you must have registered for XA-874 and XA-875.)

Online Database Courses

Introduction to Crystal Reports
Introduction to SQL
Introduction to Oracle

To view more information and register, visit www.ed2go.com/howardcc or call 443-518-4680.

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 \$90 computer fee and \$65 materials fee*)

- Mon, Wed 9am-4pm, Jun 25-Jun 27
#5524 XA 431 8341 Gateway Campus Lab A
- Thu, Fri 9am-4pm, Jul 19-Jul 20
#2828 XA 431 8423 Gateway Campus Lab C
- Mon, Wed 9am-4pm, Aug 13-Aug 15
#2829 XA 431 8424 Gateway Campus Lab C

PROJECT & TIME 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 \$200 computer fee*)

- Wed, Thu, Fri 9am-4pm, Jun 20-Jun 22
#5811 XA 475 8371 Gateway Campus Lab C
- Mon, Wed, Fri 9am-4pm, Jul 30-Aug 03
#2852 XA 475 8446 Gateway Campus Lab C

Microsoft Outlook Level 2

Get organized. Learn to use the advanced features of Outlook for better communication and increased productivity. Customize Outlook menus, toolbars, and messages; coordinate electronic scheduling; save and archive mail; and share contact and task information and other Outlook data. .6 CEUs. \$135 (includes \$40 computer fee*)

- Fri 9am-4pm, Jun 01
#3729 XA 734 8303 Gateway Campus Lab B
- Tue 9am-4pm, Aug 07
#2864 XA 734 8456 Gateway Campus Lab E

DESKTOP/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 \$80 computer fee*)

- Wed 9am-4pm, Aug 01
#2849 XA 896 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 \$110 computer fee*)

■ Mon,Wed 9am-4pm, Aug 13-Aug 15
#2850 XA 919 8444 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 \$110 computer fee*)

■ Wed,Thu 9am-4pm, Jul 25-Jul 26
#2851 XA 487 8445 Gateway Campus Lab D

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 \$110 computer fee*)

■ Mon,Wed 9am-4pm, Jul 16-Jul 18
#2839 XA 489 8433 Gateway Campus Lab D
■ Mon,Wed 6:30pm-9:30pm, Aug 13-Aug 22
#2840 XA 489 8434 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 \$50 computer fee*)

■ Wed 9am-4pm, Aug 08
#2848 XA 943 8442 Gateway Campus Lab E

Photoshop - Level 2

Learn advanced Photoshop features for print production. Prerequisite: Introduction to Photoshop. 12 hours. 1.2 CEUs. \$235 (includes \$110 computer fee*)

■ Mon,Wed 9am-4pm, Jun 11-Jun 13
#5538 XA 629 8354 Gateway Campus Lab D
■ Tue,Thu 9am-4pm, Aug 28-Aug 30
#2841 XA 629 8435 Gateway Campus Lab D

Make a Video Presentation of Your Photos

Turn your collection of digital photos into a multimedia production that tells your story. Using a popular software application, graphic artists, educators, business professionals, and anyone who wants a lasting keepsake or stunning presentation can create one to share on a DVD, iPods, or the web. We'll show you how! Bring your digital photos and leave class with a DVD you can play on your DVD player and watch on your TV. .6 CEUs. \$110** (includes \$60 computer fee*)

■ Thu 9am-4pm, Jul 19
#3731 XE 300 8461 Gateway Campus Lab E

Digital Photography: Basics

This introductory class is for those new to digital photography, or photography in general. You'll 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 how to trick it to do cool things. Learn basic scenes such as taking portraits, landscapes, night portraits, MACROS and sports/action shots. Then you'll learn how to use Aperture Priority, Shutter Priority, and Program exposure modes. Additionally you'll learn about White Balance, Exposure and Flash compensation, and basic composition. 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. Course fee includes support materials. 1.2 CEUs. \$200** (includes \$100 materials fee*)

■ Tue 6:30pm-9:30pm, Jul 10-Jul 31
#2853 XE 228 8449 Gateway Campus Lab E



It doesn't hurt to ask!

Ask your company to send you to class!

Many companies reimburse their employees for job-related classes. Some will even pay for the classes up front.

1. Clip the page(s) with the class(es) you want.
2. Write a short memo to your boss and attach the course page(s) and registration form filled out.
- Explain how this training will **benefit the company** and make you more productive.
- **Emphasize the convenience.** You're saving the company paper-work, travel money, and time.
- **Mention the quality and value.** Howard Community College has 40+ years of proven educational excellence in the county. The teachers are experts and the prices reasonable.
3. When your boss okays your request, ask how to handle the registration and payment using your company's procedures.

Digital Photography: Level 2

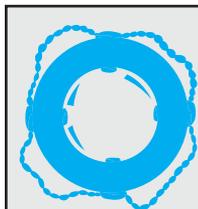
Learn how to take great photos using advanced manual exposure techniques. Learn about different lighting techniques (flash, reflective, natural), Auto Exposure Bracketing/HDR shooting, your camera's exposure metering function, Custom White Balance, intermediate compositional techniques and the use of 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. There will be several shooting and lighting exercises with instructor-provided equipment. Bring camera, flash drive or memory card reader, cable to attach camera to computer, lenses, external flash, tripod, filters, etc., if you have them. (Course fee includes materials.) 1.2 CEUs. \$200** (includes \$100 materials fee)

■ Tue 6:30pm-9:30pm, Aug 07-Aug 28
#2854 XE 229 8450 Gateway Campus Lab E

iPhone/Android/Smart Device Photography—see p. 30.**Flash Animation Level 1**

Learn to use the tools and features of this popular software. Create and modify graphics, incorporate text, and construct animation for web or stand-alone files. Prerequisite: Microsoft Windows. 12 hours. 1.2 CEUs. \$240 (includes \$110 computer fee*)

■ Tue,Thu 9am-4pm, Jul 17-Jul 19
#2858 XA 864 8454 Gateway Campus Lab D

**Save a Class from Cancellation!**

Enroll at least a week ahead! Get a friend to enroll!

INTERNET/WEB DEVELOPMENT**HTML 5 and CSS Level 1 ★NEW!★**

HTML 5 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 \$60 computer fee*)

■ Fri 9am-4pm, Jul 13
#3732 XA 701 8436 Gateway Campus Lab D
■ Fri 9am-4pm, Aug 10
#3733 XA 701 8437 Gateway Campus Lab D

HTML 5 and CSS Level 2 ★NEW!★

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: HTML 5 and CSS Level 1. 6 hours. .6 CEUs. \$135 (includes \$60 computer fee*)

■ Fri 9am-4pm, Jul 27
#3734 XA 702 8460 Gateway Campus Lab D
■ Fri 9am-4pm, Aug 24
#3735 XA 702 8438 Gateway Campus Lab D

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 \$110 computer fee*)

■ Mon,Wed 6:30pm-9:30pm, Jun 04-Jun 13
#5533 XA 785 8350 Gateway Campus Lab D
■ Tue,Thu 9am-4pm, Jul 10-Jul 12
#2836 XA 785 8430 Gateway Campus Lab D
■ Mon,Wed 6:30pm-9:30pm, Jul 30-Aug 08
#2837 XA 785 8431 Gateway Campus Lab D

Dreamweaver Level 2

Learn advanced Web site 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 \$110 computer fee*)

■ Mon,Wed 9am-4pm, Jun 18-Jun 20
#5534 XA 790 8351 Gateway Campus Lab D
■ Tue,Thu 9am-4pm, Aug 21-Aug 23
#2838 XA 790 8432 Gateway Campus Lab D

COLLABORATION

Introduction to SharePoint 2010

This Introductory course is designed for new SharePoint 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. \$425 (includes \$230 computer fee*)

■ Tue, Thu 9am-4pm, Jul 24-Jul 26

#3730 XA 203 8439

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 \$130 computer fee*)

■ Fri 9am-4pm, Jul 27

#2847 XA 212 8441

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. \$425 (includes \$230 computer fee*)

■ Thu, Fri 9am-4pm, Jun 14-Jun 15

#5544 XA 211 8360

Gateway Campus Lab C

Online Programming Courses

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

Visit www.ed2go.com/howardcc
or call 443-518-4680 for information.

CYBER SECURITY

Security+ Certification Exam Prep

The CompTIA Security+ Certification is an internationally recognized testing program sponsored by the Computing Technology Industry Association (CompTIA) that certifies the knowledge of a security professional in the IT industry. This course provides foundational proficiency in the network security arena. Security+ Certified Professionals are better able and positioned to support small and medium-sized organizations that are at increased risk of cyber crime and other forms of security-related threats. In addition, Security+ certified professionals may now apply the CompTIA Security+ certification toward the Microsoft MCSA and MCSE Security certifications. This course is recommended for professionals with at least 2 years of networking experience and a thorough knowledge of TCP/IP who want to acquire working knowledge in security. 4.0 CEUs. \$1,695 (includes \$1,655 computer fee*)

■ Mon, Wed 6pm-10pm, Jul 16-Aug 15

#3696 XA 613 8462

Gateway Campus Lab E

CISSP Certification Exam Preparation

This certification is managed by the internationally recognized and highly prestigious International Information Systems Security Certifications Consortium ISC. For IT professionals who want to specialize in security, (ISC)2 CISSP Certification confirms a working knowledge of information security, the pride to pass a rigorous examination, defining a career differentiator and leading to a professional growth and enormous financial rewards. For organizations, the (ISC)2 CISSP Certification establishes best practices, provides a solutions-oriented and broader understanding of Information Security issues and provides a business and technology orientation to risk management. This course covers the ISC's ten domains from the Common Body of Knowledge (CBK), encompassing the whole range of information security. 4.0 CEUs. \$2,955 (includes \$2,915 materials fee*)

■ Sat 8:30am-5:30pm, Jun 02-Jul 07

#5835 XA 614 8376

Gateway Campus Lab C

**Want staff training
in Internet Security, Risk
Management, or Certified Ethical
Hacking? Call 443-518-4973.**

GET CERTIFIED!
**Prepare with these online
classes. Then take the exam!**

Basic A Certification: Hardware I
Intermediate A Certification: Operating Systems
Advanced A Certification: Hardware/OS II
Network Certification Prep
CompTIA Security Certification Prep

Visit www.ed2go.com/howardcc
or call 443-518-4680 for information.

Health Care Careers

OFFICE SKILLS

Medical Coding and Billing Classroom-Based Courses

Looking for in-demand skills in a growing field? This profession is one of the fastest growing in allied health. Medical tests, treatments, and procedures are increasingly scrutinized by health insurance companies, regulators, courts, and consumers.

You may register for one or all of these classroom courses and complete the program in 2-10 months. To begin the Medical Coding /Billing classroom program with face-to-face instructors, you must take the following prerequisite courses offered during the fall, winter, and spring: Medical Terminology, Medical Insurance Billing A-Z Plus, and Anatomy and Physiology for Medical Billers/Coders. Afterward, you must take Introduction to ICD-9-CM Medical Coding, Advanced ICD-9-CM Hospital/Inpatient Medical Coding, Introduction to CPT & HCPCS, Advanced Physicians Medical Coding, and Advanced Hospital/Outpatient Medical Coding courses, all of which are offered in sequence during the fall, winter, and spring. They prepare you for the American Academy of Professional Coders (AAPC) certification exam. Registering for the entire coding series gives you 1st-year AAPC membership, coding manuals and textbooks/workbooks.

Students who successfully complete all courses are eligible to receive a discounted registration fee to take the AAPC certification exam. This fee is separate from course tuition and fees. A detailed explanation is provided by the instructor during coding classes.

If you want to take the national certification exam, the Medical Insurance Billing A-Z Plus course along with the medical coding/billing program will prepare you. If you're seeking immediate employment, you can take just the Medical Insurance Billing A-Z PLUS course.

Anatomy and Physiology for Medical Billers/Coders, Introduction to ICD-9-CM Medical Coding, Advanced Hospital/Inpatient Medical Coding, Introduction to CPT & HCPCS Medical Coding, Advanced Physicians Medical Coding, and Advanced Hospital/Outpatient Medical Coding are approved Workforce Investment Act (WIA) training.

Call 443-518-4944 for more information.

Medical Terminology

A prerequisite to the on-site medical coding classes, 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. It can also help those who want to upgrade skills for a current position, or gain knowledge to succeed in other medical courses. This class provides an in-depth study of medical terms in their proper context. Emphasis is on explaining terminology rather than rote memorization and understanding the language of medicine as it applies to 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. Purchase textbook from HCC Bookstore prior to first class. (T) 5.5 CEUs. \$435 (includes \$310 materials/access fee*)

■ Mon, Wed 6pm-9:45pm, Aug 20-Oct 15
#6571 XH 126 7000

Gateway Campus



Medical Insurance Billing Externship I and II

Apply the knowledge and skills you learned in the Medical Insurance Billing (MIB) A-Z Plus class. Gain practical on-the-job medical insurance billing skill training under the supervision of a billing specialist in a health care facility. Topics include compliance with insurance billing guidelines, professional standards within a medical insurance billing setting; adjudication and collection of payment/billing for services and goods; and techniques required to ensure receipt of optimum provider payments. Students who successfully complete the MIB A-Z Plus class may register for the externship courses to gain valuable hands-on experience in the field and begin a skills portfolio to share with prospective employers. The instructor will schedule student assignments at a local health care facility for 160 hours (including 20-25 hours per week during externship placement). More detailed information is provided in the MIB A-Z Plus class. You must register for both XH 700 and XH 701 at the same time and immediately after completing the Medical Insurance Billing A-Z plus class. Refund policy does not apply to this course. 16.0 CEUs. \$250 (includes \$170 placement fee)

■ Mon-Fri 9am-5:30pm, TBD
#6706 XH 700 7005
#6711 XH 701 7006

Local Facilities
Local Facilities

Advanced Hospital/Outpatient Medical Coding

The outpatient course trains you in hospital-based outpatient specialty areas. The course presents the coder with the reimbursement methodology of the Revenue centers, Medicare Ambulatory Patient Classification, coupled with the coding assignment of the ICD-9-CM and the CPT/HCPCS for the outpatient. Like physician-based coding, outpatient coding also focuses on the physician's documentation, with further emphasis on the technical components of coding for use in specialty areas including Emergency Room, Ambulatory Surgery, Radiology/Nuclear Medicines, Radiation Therapy, X-rays, MRI, Cardiology/Cardiac Catheterization, GYN-Labor and delivery, Hematology Oncology-Infusion coding /Chemotherapy Coding Nephrology/Dialysis, and Psychiatry. Clinic coding for the outpatient, with its associated revenue, and much more will be taught in depth. You will gain a full understanding of working and coding for the outpatient hospital. Prerequisite: Introduction to ICD-9-CM Medical Coding, Advanced Hospital/Inpatient Medical Coding, and Advanced Physicians Medical Coding. 5.9 CEUs. \$496 (includes \$250 materials fee*)

■ Mon,Wed 6pm-9:45pm, Jun 02, 09, 16, 23, 30
AND Sat 8:30am-5:30pm, Jun 02-Jun 30

#4959 XH 162 7416

Gateway Campus

COMING THIS FALL

Pharmacy Technician Training
Introduction to Dental Assisting
Anatomy and Physiology for Medical Insurance Billers/Coders
Medical Insurance Billing A-Z Plus
Introduction to ICD-9-CM Medical Coding
Advanced Hospital/Inpatient Medical Coding
Introduction to Charge Master (CDM) ★NEW!★

LAI D OFF OR UNEMPLOYED?

The Columbia Workforce Center may be able to assist you with counseling, employment services, and possible funding. If you qualify, funds to take a class or certificate program may be available to help you become competitive in the job market. Call 410-290-2620.

ONLINE Medical Coding and Billing 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 \$2,485 (includes \$2,325 materials fee*)

Medical Transcription \$1,985 (includes \$1,825 materials fee*)

Online Medical Coding & Billing

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.

Medical Coding Inpatient and Outpatient \$2,360 (includes \$2,200 materials fee*)

Medical Coding Outpatient \$1,985 (includes \$1,825 materials fee*)

Refund policy does not apply to these courses. Classes begin October 4. For registration instructions, call June Lui at 443-518-4944 or email 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 23

#4002 XE 423 7004

Gateway Campus

PATIENT CARE



Certified Nursing Assistant: Theory and Clinical NEW EXPANDED CURRICULUM!

As a Certified Nursing Assistant (CNA), you will be on the front lines of patient care and provide services critical to daily operations in health care settings. Your skills and compassion will help ease stress and discomfort for those unable to care for themselves. This course, approved by the Maryland Board of Nursing (MBON), provides training in anatomy and physiology, life span development, infection control, taking vital signs, and a number of patient care skills. There is strong focus on care of the elderly and chronic care. For graduates to be increasingly employable in a wide variety of health care settings, the program has been expanded to also focus on acute care and to add more depth to the topics of home care, mental health, professionalism, cultural competence, and legal and ethical issues in health care. New areas of study include pediatrics, bariatrics, pre- and postnatal care. The supervised clinical experience takes place in regional nursing homes. You must successfully complete both Theory and Clinical sections at HCC in order to receive certification. CNA program requirements: You must be 18 years or older, have a high school diploma or GED, have a social security card, complete immunizations and titre tests (reviewed in class), and must pass a criminal background check. During the first class, you must pass basic reading and math exams. Students who do not pass cannot continue in the course, will receive a full refund, and will be referred to other courses. You must bring a credit or debit card and social security card to first class. Additional course costs: Criminal background pre-check for clinical placement (\$49.50), immunization and titre tests (\$150-\$300), MBON registry (\$20), MBON full criminal background check (\$57). Materials required (available in HCC bookstore): blood pressure cuff, stethoscope. Also required: uniform, white shoes, and watch with second hand. Textbook is included with

cost of the Theory course. 14.5 CEUs. \$1,500 (\$1,000 for Theory including \$365 lab fee* and \$100 materials fee* and \$500 for Clinical including \$200 lab fee*). No refunds available for this course.

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

- Theory—Mon,Tue,Wed,Thu 9am-3pm, Jun 18-Jul 25 AND Aug 8
#5625 XH 651 7682 HCPSS ARL AND
Clinical—Mon,Tue,Wed,Thu 7am-3pm, Jul 26-Aug 7
#5631 XH 652 7683
Clinical Dates—Jul 26,30,31; Aug 1,2,6,7
(You must register for BOTH of the above sections)
- Theory—Mon,Tue,Wed,Thu 5pm-10:15pm, Jul 30-Aug 29 AND Sept 10
#6805 XH 651 7272 Hickory Ridge AND
Clinical—Sat, Sun, 7am-3pm, Aug 11-Sept 9
#6806 XH 652 7273
Clinical Dates—Aug 11,18,19,25,26; Sept 8,9
(You must register for BOTH of the above sections)

Advanced Patient Care Skills

This course prepares Certified Nursing Assistants to work in hospitals and other health care settings as part of a multidisciplinary team caring for patients who require acute care as well as chronic care. Students will expand and deepen their skills in complex health care procedures including phlebotomy, electrocardiograms, glucose monitoring, intravenous therapy, wound care, and urinary catheterization. Please bring current CNA registry card to first class. There is no refund available for this course. (T) (includes \$450 lab fee). 9.2 CEUs. \$950 (includes \$450 lab fee*)

- Mon,Wed 6pm-10:15pm, Jul 09-Sep 26
#6796 XH 653 7270 Hickory Ridge 120
(No class Sept. 3, 2012.)
- Mon,Wed 6pm-10:15pm, Oct 01-Dec 19
#6803 XH 653 7271 Hickory Ridge

RN Case Manager: Delegating for Assisted Living

For RNs only, this course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The course is approved by the Maryland Board of Nursing. Topics include principles of case management, delegation skills, adult education principles, legal and ethical issues, updates on regulations, and more. A copy of the Maryland Nurse Practice Act is provided. Please remember to bring your nursing license number. No refund five days prior to class start date. 1.6 CEUs. \$285 (includes \$75 materials fee*)

- Tue,Thu 8:30am-5:30pm, Jun 05-Jun 07
#6789 XH 175 7274 Hickory Ridge 158
- Wed,Thu 8:30am-5:30pm, Aug 29-Aug 30
#6793 XH 175 7275 Hickory Ridge 158

Nursing Assistant Instructor Training

RNs are natural teachers and preparing the next generation of health care workers in a rewarding addition or extension to any nursing career. This course is designed to provide registered nurses with the tools and knowledge needed to instruct nursing assistant students. Topics include adult learning principles, teaching and evaluation methodologies, course planning and implementation, teaching in the laboratory and clinical settings, and communication and teaching skills for a multi-cultural,

multi-generational student population. Course participants will also learn how to prepare students to be successful on the Geriatric Nursing Assistant exam. This course meets the Maryland Board of Nursing requirements for the Train the Trainer course. 1.6 CEUs \$245 (includes \$45 materials fee and \$100 lab fee) No refund 5 days prior to start date. 1.6 CEUs. \$295 (includes \$45 materials fee and \$100 lab fee*)

■ Mon, Tue, Wed 9am-4pm, Aug 20-Aug 22
#6812 XH 144 7276 Hickory Ridge 158

Reiki for Stress Reduction & Wellness

Reiki is a gentle touch, safe and holistic practice for healing and self-improvement that everyone can learn and use. In this talk, you will discover how Reiki is being increasingly accepted by the medical community and has been incorporated into the work of many health care providers, therapists, hospice workers, caregivers, and parents. Learn about published research demonstrating Reiki's ability to reduce pain and anxiety and increase overall wellness. Join us for an informative evening exploring how Reiki can help you and those you care about, observe a Reiki healing session, and have the opportunity to ask questions. Recommended for health care workers and anyone interested in improving health and well-being for themselves and others. FREE, but you must register to reserve space. .2 CEUs

■ Fri 6:30pm-8:30pm, Jul 20
#6810 XE 484 7277 Hickory Ridge 108

Traditional Reiki 1 for Health Care Workers

Reiki is a gentle touch therapy that promotes healing on all levels: physical, emotional, mental, and spiritual. It enhances the healing of virtually every known illness and malady and does not interfere with conventional medical treatment or alternative therapies. In fact, Reiki can be used in conjunction with all other medical or therapeutic techniques to promote recovery, diminish side effects, and relieve stress. Reiki also helps to develop intuition and creativity, which benefits anyone working in a caring profession. While the techniques are simple and can be learned by anyone, the results can be powerful. This course is designed for health care workers to use on themselves to rejuvenate and heal from the demands of their profession, as well as to incorporate into their practices with clients and patients. This traditional Reiki course includes four attunements and, after completing the course, participants are certified as a practitioner in the USUI School of Natural Healing. No refund 5 days before start date. \$160 (includes testbooks, \$60 lab fee, and \$20 materials fee*)

■ Sat 9am-6pm, Jun 02
#5582 XH 143 7675 Hickory Ridge 158

■ Sat 9am-6pm, Jul 21
#6811 XH 143 7278 Hickory Ridge 158

Traditional Reiki Level 2

For students who have completed Traditional Reiki 1 for Healthcare Workers at HCC. This weekend course is the advanced study of Reiki techniques in the lineage of the USUI School of Natural Healing. It guides you to a whole new level of practice. While Reiki Level 1 trains you to work primarily on the physical level, Reiki Level 2 expands your practice to being able to balance the more subtle layers of energy both on the physical body and through distant healing. Anyone can learn these techniques, which are particularly useful for physical and mental

medical challenges and for enhanced spiritual growth. The practice can be used as a healing tool for oneself or for loved ones, and works with both people and animals. Professionals in health care fields find Reiki useful as an additional modality or service. The textbook, *Intuitive Reiki for Our Times* by Amy Rowland, is available at the HCC bookstore or can be purchased independently. Bring textbook to class. 1.6 CEUs \$245 (includes \$85 lab fee and \$10 materials fee*)

■ Sat, Sun 9am-6pm, Jun 23-Jun 24
#5577 XH 155 7676 Hickory Ridge 158

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 1 and 2-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 HCC Bookstore; it is recommended for first-time students. (T) Individualized hands-on materials are utilized within this class. No refunds 5 days before start date. .7 CEUs. \$125 (includes \$35 materials fee*)

■ Fri 8:30am-4pm, Jun 08 (1/2 hr lunch)
#5228 XH 454 7543 Hickory Ridge 154

■ Sat 8:30am-4pm, Jun 23 (1/2 hr lunch)
#5230 XH 454 7545 Hickory Ridge 154

■ Sat 8:30am-4pm, Jul 14 (1/2 hr lunch)
#5242 XH 454 7546 Hickory Ridge 154

■ Sat 8:30am-4pm, Jul 28 (1/2 hr lunch)
#5243 XH 454 7547 Hickory Ridge 154

■ Sat 9am-5pm, Aug 18 (1/2 hr lunch)
#5330 XH 454 7548 Hickory Ridge 154

■ Fri 8:30am-4pm, Aug 31 (1/2 hr lunch)
#5331 XH 454 7549 Hickory Ridge 154

CPR: Healthcare Provider Renewal

Health care providers renewing their Basic Life Support card will receive the most currently available material from the American Heart Association. This review allows for individualized hands-on training; topics include one and two person rescue for the adult, infant and child; foreign body airway obstruction management, automatic external defibrillation practice (AED), barrier device, Ambu bag, etc. YOUR BASIC LIFE SUPPORT HEALTHCARE PROVIDER CARD CANNOT HAVE EXPIRED; if it has, you are not eligible to participate in the class. Upon successful completion of the class you will receive an American Heart Association card good for two years. Although the certificate represents AHA certification, it does not constitute AHA endorsement or sponsorship. No refund 5 days prior to start date. .6 CEUs. \$95 (includes \$35 materials fee*)

■ Sat 9am-3pm, Jun 09 (1/2 hr lunch)
#5229 XH 786 7544 Hickory Ridge 154

COURSE NOTES

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

Introducing the New
Mount Airy College Center
for Health Care Education



Train for a rewarding career in health care!

The new Mount Airy College Center, a partnership between Carroll, Frederick, and Howard Community Colleges, will provide affordable health care instruction in a convenient location. The state-of-the-art center will offer credit degree programs. It will also offer noncredit courses including certified nursing assistant (pending MBON approval), CPR for health care providers, dental assistant, IV therapy, medical billing/coding, medicine aide, nursing refresher (pending MBON approval), pharmacy technician, and RN delegating for assisted living.

Classes Start Fall 2012

Credit admissions: 443-518-4230

Noncredit registration: 443-518-1700

www.howardcc.edu/mtairy



Adult Basic Skills Enhancement

Our Adult Basic Skills courses are funded in part by a grant from Maryland Literacy Works 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:

Tuesday, May 22 5:30 PM
Friday, May 25 9:30 AM

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.

Tuesday, May 22 5:30 PM
Friday, May 25 9:30 AM
Tuesday, May 29 5:30 PM
Friday, June 1 9:30 AM

REGISTER EARLY! Class size is limited; openings for qualified students are first-come, first served. Most classes begin the week of June 4! PLEASE NOTE THAT SOME CLASSES MAY ALREADY BE FULL.

Please note that Howard Community College's Continuing Education Refund Policy does not apply to Adult Basic Skills Enhancement classes. Information will be given at required registration sessions.

Howard Community College is closed for Independence Day on Wednesday, July 4.

Visit our website anytime for up-to-date program and course information:

www.howardcc.edu/abe



Join us on Facebook!
www.facebook.com/howardccadultbasiceducation

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

If you need Adult Basic Education or GED preparation classes, you may qualify for financial assistance. Contact Jermira Sarratt of Howard County Office of Workforce Development at 410-290-2623 for further information. Eligibility requirements apply.

ADULT BASIC EDUCATION



Adult Basic Education

Do you need to improve your basic skills? 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; \$40 materials fee* required at registration.

■ Mon-Thu 9am-noon, Jun 6-Aug 2 Hickory Ridge
■ Tue,Wed,Thu 12:30-2:30pm, Jun 7-Aug 16 Hickory Ridge
■ Mon,Wed 6:30-9:30pm, Jun 6-Aug 15 Hickory Ridge

HIGH SCHOOL DIPLOMA PROGRAMS

GED Exam Preparation

This review course prepares you for the GED test so that you can earn a Maryland high school diploma. Specific scores must be achieved on a placement test given at the Hickory Ridge Building to qualify for this course. See registration dates and times. \$180 tuition required at registration (includes \$40 materials fee*)

■ Tue,Wed,Thu 9am-1pm, Jun 12-Jul 25 Gateway
■ Tue,Wed,Thu 6:30-9:30pm, Jun 12-Aug 8 Hickory Ridge

GED Exam Review

This is the administration of the Official GED Practice Test. The test is scored on site the day it is given. Register online at www.hccexpress.net. You must be at the test site by 8:30 a.m. \$20

■ Sat 8:30am-3:30pm, Jun 2 #5399 YD 595 9302 Hickory Ridge
■ Mon 8:30am-3:30pm, Jul 16 #6664 YD 595 9411 Hickory Ridge
■ Mon 8:30am-3:30pm, Aug 13 #6665 YD 595 9412 Hickory Ridge

ABE Placement Testing and Registration Information are on page 23.

National External Diploma Program (NEDP)

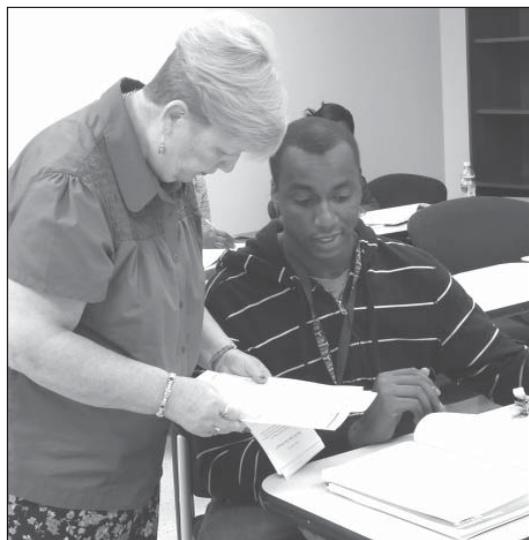
Come to a registration session to take a placement test for NEDP, an alternative program for adults 18 years old or over who have a job or who can demonstrate a job skill (such as homecare skills or home maintenance) and want to earn a Maryland high school diploma. If you meet the eligibility requirements and test into the program, there is a \$180 program fee.* For more information about the National External Diploma Program, please call 443-518-4747.

MATH COURSES

Math Skills Review

Are you working toward a GED or National External Diploma (NEDP)? Do you need to improve your math skills or want to assist your children with their homework? This course provides a review of math operations. Topics include a review of whole numbers, fractions, decimals and percents. A placement test at the Hickory Ridge Building is required. See registration dates and times. Free tuition; \$20 materials fee* required at registration.

- Tue, Thu 1:30-4:30pm, Jun 7-Aug 14 Gateway
- Tue, Thu 6:30-9:30pm, Jun 7-Aug 14 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. Topics include arithmetic, basic math functions, elementary algebra, geometry, and college math. Register online at www.hccexpress.net. \$155 (includes \$20 materials fee and \$30 computer fee*)

- Mon-Fri 12:30-3:30pm, Jul 9-16 Hickory Ridge
#6651 YD 223 9400
- Mon-Fri 9am-noon, Aug 6-13 Hickory Ridge
#6652 YD 223 9401
- Mon-Fri 6:30-9:30pm, Aug 6-13 Hickory Ridge
#6653 YD 223 9402

Preparation for the Math Placement Test Online **★DISTANCE LEARNING OPTION★**

This course is an online version of Preparation for the Math Placement Test. Register online at www.hccexpress.net. \$130 (includes \$30 computer fee*)

- Required on-campus orientation Mon Jul 2, 6:30-7:30pm
#6654 YD 266 9403 Hickory Ridge
- Required on-campus orientation Wed Aug 1, 6:30-7:30pm
#6655 YD 266 9404 Hickory Ridge

READING AND WRITING COURSES

Reading Skills Review

Do you want to maintain your English skills over the summer? Are you preparing to enter a credit program but think that a reading review course might be helpful? Have you taken English classes and don't want to lose those valuable skills? This course reviews skills such as topics, main idea, supporting details as well as writing skills. You will also get valuable information on study skills that can help you become a more efficient learner and a better student. Register online at www.hccexpress.net. \$200 (includes \$30 computer fee and \$40 materials fee*)

- Tue, Thu 9-11am Jun 12-Aug 2 Duncan Hall, Main Campus
#6772 YD 206 9419

Grammar for Your Job

Does grammar confuse or intimidate you? Do you feel that poor grammar is holding you back in your job or career? This course reviews and reinforces common principles of English usage and improves your ability to communicate effectively. Includes a great up-to-date desk reference. This is a noncredit course that may also be taken for credit (OFFI-177). Register online at www.hccexpress.net. \$195 (includes \$95 materials fee*)

- Tue 6:30-9:40pm May 29-Jul 17 Duncan Hall, Main Campus
#5393 YD 384 9300

OPPORTUNITIES FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

CORE (Community Opportunities in Recreation and Enrichment) is a 5-day per week program which meets at HCC Monday through Friday from 3:00pm to 6:00pm. Students participate in a variety of life-skill and enrichment activities on the campus and in the community. Cost: \$325 per month. For more information, contact Meredith at 443-518-4841 or e-mail mhowman@howardcc.edu.

***Fees are nonrefundable.**

English as a Second Language



SUMMER I (May 14-June 28)
NO CLASSES: May 28 Memorial Day

SUMMER II (July 2-August 16)
NO CLASSES: July 4 Independence Day

GENERAL INFORMATION:

A placement test is required for all summer classes. However, "Express placement" will be available to returning students from the previous semester. Placement tests are given during the times on the chart below at the Hickory Ridge Building in room 200 on the Howard Community College campus. No appointment is necessary. Children are not allowed in testing rooms. There are no free classes in Summer I & II.

Bring to registration:

- * Payment for course cost - cash/charge/check.
- * Returning students only: bring the yellow copy of the student advising sheet from previous instructors.

PLACEMENT TESTING & REGISTRATION

Summer I 2012

April 19	Thursday	11:40am-12:40pm
April 23	Monday	5:30-7:30pm
April 25	Wednesday	9:00-10:00am
May 1	Tuesday	5:30-7:30pm
May 4	Friday	10:00-11:00am
May 9	Wednesday	9:00-10:00am
May 9	Wednesday	5:30-6:30pm

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

Summer II 2012

June 7	Thursday	5:30-6:30pm
June 12	Tuesday	5:30-6:30pm
June 13	Wednesday	10:00-11:00am
June 18	Monday	10:00-11:00am
June 20	Wednesday	5:30-6:30pm
June 26	Tuesday	10:00-11:00am
June 28	Thursday	5:30-6:30pm

Late Registration: July 2, Monday 9:00-10:00am and July 3, Tuesday 5:00-6:00pm

Call 443-518-1680 or visit www.howardcc.edu/esl for additional information.



Join us on Facebook!



SUMMER I CLASS SCHEDULE

Day classes: May 14 (Mon)–June 13 (Wed)
Evening classes: May 15 (Tue)–June 28 (Thu)
NO CLASSES: May 28 Memorial Day

PRE-BEGINNING ESL CLASSES

Pre-Beginning English A

This intensive English course is for pre-beginners who know little or NO English. Work on reading, writing, listening, and speaking skills in one class.

- Mon-Thu 9:15-11:45am May 14-Jun 13 \$140** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$120** Hickory Ridge

LEVEL 1–BEGINNING I ESL CLASSES

English 1A

This intensive, comprehensive class is for beginners who speak very little English. You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. (Course# YE-462)

- Mon-Thu 9:15-11:45am May 14-Jun 13 \$190** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$170** Hickory Ridge

American Idioms and Vocabulary 1

Idioms are words or phrases that are used frequently but cannot be translated exactly such as "red in the face" and "easy as pie." In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your overall English skills. You will use the vocabulary in pronunciation, spelling, reading, and writing activities. \$170** (Course# YE-461)

- Mon-Thu 12:30-3:00pm May 14-Jun 13 Hickory Ridge

LEVEL 2–BEGINNING II ESL CLASSES

Conversation 2A

An intensive speaking course for Beginner II level students. For four weeks, concentrate on real, everyday spoken English. Includes dialogues, pair work, vocabulary development, and pronunciation. \$170** (Course# YE-530)

- Mon-Thu 9:15-11:45am May 14-Jun 13 Hickory Ridge

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

American Idioms and Vocabulary 2

Idioms are words or phrases that are used frequently but cannot be translated exactly such as “fit as a fiddle” and “turn the tables on someone.” In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your overall English skills. You will use the vocabulary in pronunciation, spelling, reading, and writing activities. (Course# YE-555)

- Mon-Thu 12:30-3:00pm May 14-Jun 13 \$190** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$170** Hickory Ridge

American Idioms and Vocabulary 3

Idioms are words or phrases that are used frequently but cannot be translated exactly such as “go out on a limb” and “hit the ceiling.” In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your overall English skills. You will use the vocabulary in pronunciation, spelling, reading, and writing activities. (Course# YE-681)

- Mon-Thu 12:30-3:00pm May 14-Jun 13 \$200** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$180** Hickory Ridge

LEVEL 3—INTERMEDIATE I ESL CLASSES

Conversation 3A

Practice speaking while participating in many different activities: skits, role-plays, dialogues, short presentations, and readings. Develop confidence while you practice speaking in an active, fun environment. \$200** (Course# YE-647)

- Mon-Thu 9:15-11:45am May 14-Jun 13 Hickory Ridge



“I am studying at HCC to better understand English and to be able to communicate actively. At first, it was difficult even to start talking, but, little by little, I have been able to talk with the teachers and the other students. I really want to continue to study at HCC. The atmosphere is friendly and studious.”

—MEGUMI MARECHAL
ELC Level 3 Student

Writing and Grammar 3

Improve your English skills by focusing on your writing and grammar! Learn sentence writing, paragraph writing, and grammar, all in one popular class. You’ll find that writing can be fun, interactive and also educational.

- Mon-Thu 9:15-11:45am May 14-Jun 13 \$200** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$180** Hickory Ridge

LEVEL 4—INTERMEDIATE II ESL CLASSES

Conversation 4A

Practice speaking while participating in many different activities: skits, role-plays, dialogues, short presentations, and readings. Develop confidence while you practice speaking in an active, fun environment. \$200** (Course# YE-717)

- Mon-Thu 9:15-11:45am May 14-Jun 13 Hickory Ridge

Writing and Grammar 4

Writing is critical to your future success! Learn paragraph writing, new vocabulary, and grammar, all in one popular class. While working to improve your skills, you’ll find that writing can be fun and interactive.

- Mon-Thu 9:15-11:45am May 14-Jun 13 \$200** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$180** Hickory Ridge

American Idioms and Vocabulary 4

Idioms are words or phrases that are used frequently but cannot be translated exactly such as “get cold feet” and “make time.” In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your overall English skills. You will use the vocabulary in pronunciation, spelling, reading, and writing activities. (Course# YE-760)

- Mon-Thu 12:30-3:00pm May 14-Jun 13 \$200** Hickory Ridge
- Tue, Thu 6:30-9:30pm May 15-Jun 28 \$180** Hickory Ridge

English for Job Seekers 2 (Int II & Adv)

This is a career exploration and preparation class for non-native speakers with upper-level intermediate to advanced level English skills. Finding the right job is difficult for native-speakers, but non-native speakers are often frustrated by the process and find themselves misunderstood both in language and culture. This course will help you determine what jobs really suit you, how to find the jobs, and how to get the right job. Topics will include career assessment, resume writing, electronic applications, networking, interviewing, and the culture of the U.S. workplace. You will also visit the HCC Career Services Center during some of the classes and learn what services they offer. \$170** (Course# YE-738)

- Tue, Thu 6:30-9:30pm May 15-Jun 28 Hickory Ridge



LEVEL 5—ADVANCED ESL CLASSES

Conversation 5A (Adv I & II)

Develop confidence while you practice speaking in an active, fun environment. Lots of practice with dialogues, presentations, short conversations, role-plays and some directed listening activities. Pronunciation tips included! \$230** (Course# YE-84I)

■ Mon-Thu 9:15-11:45am May 14-Jun 13 Hickory Ridge

Writing and Grammar 5

Writing is critical to your future success! Learn essay writing, new vocabulary, and grammar, all in one popular class. While working to improve your skills, you'll find that writing can be fun and interactive. \$230**

■ Mon-Thu 9:15-11:45am May 14-Jun 13 Hickory Ridge

American Idioms and Vocabulary 5

Idioms are words or phrases that are used frequently but cannot be translated exactly such as "on the edge of your seat" and "in this neck of the woods." In this interactive class, you will learn commonly used vocabulary and American idioms while you improve your overall English skills. You will use the vocabulary in pronunciation, spelling, reading, and writing activities. (Course# YE-86I)

■ Mon-Thu 12:30-3:00pm May 14-Jun 13 \$230** Hickory Ridge

■ Tue, Thu 6:30-9:30pm May 15-Jun 28 \$210** Hickory Ridge

Listening and Speaking for the TOEFL (Adv I & II)

This course is designed to help English as a Second Language students improve their speaking skills for the Test of English as a Foreign Language Internet-based Test (TOEFL iBT). The topics in the course include targeted listening, organizing a response, summarizing reading and listening passages, vocabulary development, pronunciation, and structure. \$200** (Course# YE-828)

■ Tue, Thu 6:30-9:30pm May 15-Jun 19 Hickory Ridge

SUMMER II CLASS SCHEDULE

Day classes: July 2 (Mon)-August 2 (Thu)

Night classes: July 3 (Tue)-August 16 (Thu)

NO CLASSES: July 4 Independence Day

PRE-BEGINNING ESL CLASS

Pre-Beginning English B

This is an intensive course for pre-beginning students who want to learn at a faster rate. The curriculum is academic and challenging yet still very practical. Reading, writing, listening, speaking, pronunciation and grammar will be taught in one class.

■ Mon-Thu 9:15-11:45am July 2-Aug 2 \$140** DH
 ■ Tue, Thu 6:30-9:30pm July 3-Aug 16 \$120** Hickory Ridge

LEVEL 1—BEGINNING I ESL CLASSES

English 1B

This intensive, comprehensive class is for beginners who speak very little English. You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. (Course# YE-410)

■ Mon-Thu 9:15-11:45am July 2-Aug 2, \$190** DH
 ■ Tue, Thu 6:30-9:30pm July 3-Aug 16, \$170** Hickory Ridge

Conversation 1B

Learn to use English in conversation. Lots of pronunciation, repetition, dialogues, and vocabulary practice. A perfect class for beginning students. \$190** (Course# YE-432)

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

LEVEL 2—BEGINNING II ESL CLASSES

English 2

This intensive, comprehensive class for people with limited English skills fills every summer! You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. Language lab practice is included. (Course# YE-532)

■ Mon-Thu 9:15-11:45am July 2-Aug 2 \$190** DH

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 \$170** Hickory Ridge

Conversation 2B

Learn to use English in conversation. Lots of pronunciation, repetition, dialogues, and vocabulary practice. A perfect class for high-beginning students. \$190** (Course# YE-533)

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

LEVEL 3—INTERMEDIATE I ESL CLASSES

English 3

This intensive, comprehensive class is for Intermediate I-level English learners. You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. (Course# YE-648)

■ Mon-Thu 9:15-11:45am July 2-Aug 2 \$220** DH

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 \$200** Hickory Ridge

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

Conversation 3B

This class is designed to get you talking and using correct spoken English! A fast-moving class with lots of conversation, pronunciation practice, and use of new everyday expressions (idioms). Learn through repetition, dialogues, and vocabulary practice. \$220** (Course# YE-649)

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

Writing and Grammar 3

Improve your English skills by focusing on your writing and grammar! Learn sentence writing, paragraph writing, new vocabulary, and grammar, all in one popular class. You'll find that writing can be fun, interactive and also educational. \$200**

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

Writing Basics 3B

Improve your sentence and paragraph writing skills. Address common ESL mistakes in grammar, vocabulary and spelling. This class is perfect for students who want improve writing for their personal use, employment or academic studies (GED or college). Students must speak at the intermediate level. \$170**

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 Hickory Ridge



LEVEL 4—INTERMEDIATE II ESL CLASSES

English 4

This intensive, comprehensive class is for Intermediate II-level English learners. You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. (Course# YE-734)

■ Mon-Thu 9:15-11:45am July 2-Aug 2 \$220** DH

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 \$200** Hickory Ridge

Conversation 4B

This class is designed to get you talking and using correct spoken English! This is a fast-moving class with lots of conversation, pronunciation practice, and use of new everyday expressions (idioms). Learn through repetition, dialogues, and vocabulary practice. \$220** (Course# YE-735)

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

Writing and Grammar 4

Writing is critical to your future success! Learn paragraph writing, new vocabulary, and grammar, all in one popular class. While working to improve your skills, you'll find that writing can be fun and interactive. Upper-intermediate-level students only. \$200**

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH

Writing Basics 4B

Writing is critical to your future success! Prepare for the GED, college studies, or the demands of your job in this upper-level intermediate class. Learn short response writing, paragraph writing, new vocabulary, and grammar, all in one class. While working to improve your skills, you'll find that writing can be fun and interactive. 49 hours. \$170**

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 Hickory Ridge

Six Steps to Clearer Pronunciation (Int II & Adv I)

Develop your pronunciation skills in this completely online course! This class is for students anywhere in the world who would like to speak clearer American English. In six easy lessons, you can start improving your English pronunciation. In each lesson, you'll learn some essential rules of American pronunciation by watching videos of an HCC instructor giving presentations and demonstrating the skills. With each lesson, you will receive practice exercises to try at home. Finally, using our new technology and software programs, you will make and submit audio/video passages that will be analyzed and evaluated by your online pronunciation instructor. Go to our website for complete information on equipment and registration! www.howardcc.edu/esl and click in the left column: "Online Courses." A webcam and recording microphone will be necessary! \$125** (Course# YE-745)

■ Register by Monday, July 9.

Complete the course by Thursday, August 16. Online

LEVEL 5—ADVANCED ESL CLASSES

English 5 (Adv I & II)

This intensive, comprehensive class is for advanced-level English learners. You will study reading, writing, listening, speaking, and grammar in one class. Your language skills will improve dramatically. (Course# YE-844)

■ Mon-Thu 9:15-11:45am July 2-Aug 2 \$250** DH

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 \$230** Hickory Ridge

Conversation 5B (Adv I & II)

Speak more like a native speaker! This is one of our most popular classes. Learn everyday, real, spoken English expressions including idioms in this intensive, advanced class. Practice what you learn in dialogues, role-plays, and discussions. Also includes pronunciation tips! \$250** (Course# YE-845)

■ Mon-Thu 12:30-3:00pm July 2-Aug 2 DH



Full-time Intensive English

THE ENGLISH INSTITUTE

For F1 international students and U.S. residents



- Offers personalized academic advising and many activities
- Helps with the transition to HCC degree programs
- Prepares you for graduate school, career training, or the TOEFL

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Tel: (443) 518-1681

Professional Writing ★ Business/ Professional Certificate★ (Adv I & II)

Prepare for business or professional writing in this intensive course for advanced students only. Topics include communicating with e-mail, using clear writing with grammatically correct, effective, and well-punctuated sentences, developing reports and proposals, writing for employment (resumes and cover letters), and writing professional letters. Experience with technology is required. \$250** (Course# YE-846)

■ Tue, Thu 6:30-9:30pm July 3-Aug 16 Hickory Ridge

Reading and Writing for the TOEFL (Adv I & II)

This course is designed to help students pass the reading and writing sections of the Test of English as a Foreign Language Internet-based Test (TOEFL iBT). The topics in the course include organizing a response, summarizing reading and listening passages, vocabulary development, reading comprehension strategies, structure, and written expression. \$200** (Course# YE-832)

■ Tue, Thu 6:30-9:30pm July 3-Aug 9 Hickory Ridge

ONLINE ESL CLASS

Six Steps to Clearer Pronunciation (Int II & Adv I)

Develop your pronunciation skills in this completely online course! This class is for students anywhere in the world who would like to speak clearer American English. In six easy lessons, you can start improving your English pronunciation. In each lesson, you'll learn some essential rules of American pronunciation by watching videos of an HCC instructor giving presentations and demonstrating the skills. With each lesson, you will receive practice exercises to try at home. Finally, using our new technology and software programs, you will make and submit audio/video passages that will be analyzed and evaluated by your online pronunciation instructor. Go to our website for complete information on equipment and registration! www.howardcc.edu/esl and click in the left column: "Online Courses." A webcam and recording microphone will be necessary! \$125** (Course# YE-745)

■ Register by Monday, July 9.

Complete the course by Thursday, August 16.

Online

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

Lifestyle & Leisure

ARTS, CRAFTS & HOBBIES

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, experienced teacher, founder of the Little School of Art, and member of the Charcoal Club of Baltimore. Absolutely no experience needed! Supplies list will be given at the first class. \$159**

■ Mon 6:30pm-9pm, Jun 25-Aug 13

#6804 XE 155 6928

Hickory Ridge

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 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** (includes \$80 materials fee*)

■ Mon 6:30pm-9:30pm, Aug 06-Aug 20

#2857 XE 517 8453

Gateway Campus Lab E

DANCING

Indian Bollywood Dance

The global hit of Bollywood Dance, one of the hottest international dance styles, owes its popularity to Indian Hindi movies. Combining modern choreography with modified classical movements, it has evolved into a fun and energetic dance form both aerobic and rich in variety. It is taught with emphasis on basic steps, flexibility, stamina, and ends with a dance that engages the mind and body. This class is for all skill levels and combines footwork, hand and body movement. Please dress in loose, comfortable clothing. \$99**

■ Thu 7pm-8:15pm, Jul 05-Aug 09

#5111 XE 348 6929

Horowitz Arts Center 110



Club Salsa/Merengue

Have fun learning some of the hottest Latin dances today, dancing to rhythmic Salsa and Merengue music. No partner necessary. Instructor R. Clifton. \$85**

■ Wed 7:30pm-8:30pm, Jun 20-Aug 01

#5964 XE 483 6839

Fellowship Hall

(For directions to Fellowship Hall call 443-518-4659. No class 7/4)

Social Dancing: Foxtrot and Rhumba

Learn these basic dance steps and have fun at the same time. Singles and couples alike learn to dance to some very popular music. Instructor: Raymond Clifton. \$85**

■ Wed 6:30pm-7:30pm, Jun 20-Aug 01

#5965 XE 537 6498

Fellowship Hall

(For directions to Fellowship Hall call 443-518-4659. No class 7/4)

West Coast Swing/Cha Cha

Learn two fun and sultry dances—West Coast Swing and the Cha Cha. Dress comfortably and come prepared to learn some sexy and dramatic steps. Instructor: Raymond Clifton. \$85**

■ Mon 7pm-8pm, Jun 18-Jul 23

#5963 XE 458 6493

Fellowship Hall

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



**Save a Class
from Cancellation!**

Enroll at least a week
ahead! Get a friend to
enroll!

FINANCE & INVESTMENT



How to Fund Your Next Home Or Investment Property ★NEW!★

An array of financing options should always be explored before buying a home or investing in real estate. Home buyers and investors who know more financing options can widen their choices in the residential and commercial arenas, and can increase their profits. In this talk, Ian Parrish, president of Investors United School of Real Estate Investing, will discuss how to structure real estate transactions with creative financing when conventional financing is unavailable, undesirable, or unprofitable. Through real-world case studies and interactive materials, he will demonstrate financing options that may be available whether the property is a commercial high rise or a new home. \$59**

■ Fri 6:30pm-9:30pm, Jul 13
#3694 XE 178 6001

Gateway Campus

HOME & GARDEN

To Market, To Market ★NEW!★ FREE!

Discover the farm bounty of Howard County! Join Kathy Zimmerman, Agricultural Marketing Specialist for 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. FREE but register to save your seat.

■ Wed 6:30pm-8pm, Jun 20
#6643 XE 221 6981

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 \$5 materials fee*)

■ Thu 7pm-9pm, Jul 12-Jul 19
#5966 XE 584 6320

Gateway Campus



Container Gardening for Everyone

Containers can enhance your outdoor enjoyment whether you have only 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: M. Mahowald, professional horticulturalist. \$64** (includes \$5 materials fee*)

■ Tue 7pm-9pm, Jun 19-Jun 26
#6467 XE 646 6927

Gateway Campus

RAISE YOUR GLASS!

Raise Your Glass: Beer Appreciation

For students who have completed the beginning Beer Appreciation Class. Will be very informative to those new to the world of craft beer. Get to know different beer styles and brewing techniques, as well as how to judge beer quality. "Craft" beers are popular not only for social occasions, but also for cooking and pairing with food. Cheese will accompany the beers to determine pairing. Some history of Maryland beers will be presented along with more in-depth discussion of the beers we will be sampling including international and organic. A guest home-brewer and/or commercial brewer will be invited to speak. Participants must be 21 or older (IDs will be checked). Please bring a glass (not plastic) and a bottle of water. \$69** (includes \$15 materials fee*)

■ Wed 6:30pm-9:30pm, Jul 11
#6620 XE 200 6999

Gateway Campus

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 \$15 materials fee*)

■ Thu 6:30pm-9:30pm, Jun 21
#6453 XE 473 6913

Gateway Campus

LANGUAGES

If your course requires a textbook—indicated by a (T) in the description—please bring it to the second class.

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. (T) \$144

■ Tue 7pm-9:30pm, Jun 19-Aug 07
#5971 XI 331 6853

Hickory Ridge

“My French teacher, Mr. Eugene Speck, is an outstanding professional; moreover, I have learned so very much from his instruction. I plan to take the other sessions this year to further my skills and look forward to the very satisfying experience again.”

—PAT NATHAN
French course student

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.) (T) \$144

■ Wed 7pm-9:30pm, Jun 20-Aug 15 (no class 7/4)
#5972 XI 442 6854

Hickory Ridge

Italian for Travelers

Do you want to visit Italy someday and actually communicate with the people you meet? Learn essential Italian phrases for use in meeting people, ordering in restaurants, shopping, getting through customs, and more. Gain valuable tips to prepare you for your dream vacation! (T) \$125**

■ Thu 6:30pm-8:30pm, Jun 21-Aug 09
#5969 XE 977 6915

Gateway Campus

German for Travelers ★NEW!★

Are you ready for a Rhine River cruise, the Oktoberfest or the famous Christmas Markets? Learn German survival vocabulary plus practical German phrases and expressions to introduce yourself, ask for and follow directions, order the food and drink you want and more. Learn about the urban, rural, and hidden local areas of Germany that await your exploration. \$89** (includes \$5 materials fee*)

■ Tue 7pm-9pm, Jun 26-Jul 31
#6770 XE 222 6917

Hickory Ridge

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. (T) \$144

■ Thu 6:30pm-9pm, Jun 21-Aug 09
#5970 XI 330 6858

Gateway Campus



Language classes fill quickly—Register early to get into the class you want!

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. \$159 (includes \$40 materials fee*)

■ Wed 6:30pm-9:10pm, Jun 20-Aug 01
#5974 XI 846 6860

Gateway Campus

(You must enroll 2 weeks prior to the class starting date in order to receive a manual. Please call 443-518-4975 AFTER that date. No class 7/4)



COMMAND®
S P A N I S H
Licensed Official Registered Provider ★

COMMAND SPANISH For Your Employees!

Real-world, speak-it-now Spanish classroom instruction for people in specific occupations. Classes are learner-friendly, grammar-free, easy, fast, and fun. Sample occupations: construction, police, fire/rescue, food service, landscaping, education, health care, retail, industrial, warehousing, secretarial, many more.

Online courses are available, too:

- Hospital and medical office nurses
- Dental hygienists
- Dentists
- Emergency medical services
- Banks / financial institutions
- Library personnel
- Pharmacy personnel
- Physicians
- Real estate agents
- Respiratory therapists
- Community citizens
- Workforce

For more information, call Sara Baum
@ 443-518-4976

SPECIAL INTEREST & FAMILY LIFE

Coping with the Inner Bridezilla

★NEW!★

Whether you are a planner, bride, bridesmaid, or vendor, you may have to manage a bridezilla. It is extremely important to nurture and foster various relationships throughout the stressful wedding planning process. This course will help you, regardless of your role, to build and retain great relationships from beginning to end of the planning process. Vendors get repeat customers, brides keep close friends close and family members happy, and bridesmaids make the bride happy without being miserable themselves. Instructor: Jennifer Saul \$25**

■ Wed 6:30pm-9:30pm, Jul 11
#6814 XE 156 M1603

Laurel College Center



Petspeak: What Your Animals Really Want You To Know

Have you ever wondered what your companion animals are trying to communicate? Have you ever been perplexed by their behavior? Why don't you ask them? In this entertaining and provocative evening, animal communicator Terri Diener will introduce you to the rich and wonderful world of your pet's thoughts and feelings. Please bring a photograph of your pet to class. \$29**

■ Wed 7pm-9:30pm, Aug 29
#6516 XE 777 7470

Gateway Campus

AQUATICS

Handicapped Access to the Athletic Center—see pp. 48 under "Identification Cards."

Beginning Swimming - Adult

Adjust to the water and learn basic swimming skills. \$125**

■ Mon, Wed 7pm-8:30pm, Jun 18-Jul 16 (No class 7/4)
#6783 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. \$125**

■ Mon, Wed 8:30pm-10pm, Jun 18-Jul 16 (No class 7/4)
#6788 XE 896 6921 Athletic & Fitness Center

WELLNESS: BODY, MIND, & SPIRIT

Meditation and Yoga

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. \$139**

■ Thu 7pm-9pm, Jun 21-Sep 06 (No class 7/19 & 8/23)
#5960 XE 309 6304 Student Activities 101



Summer Yoga Posture Clinic

Use your summer energy to move the body and learn a series of 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: H. Heffer. \$135**

■ Sat 8:30am-10:30am, Jun 23-Sep 08
#5968 XE 962 6867 Student Activities 101
(No class 7/21, 8/25)

To Market, To Market (nutritional bounty from local farmers—See p. 31.)

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.

Yoga in its Many Forms ★NEW!★

Most westerners know Yoga only as Hatha Yoga. The Yoga of physical poses and perhaps Raja Yoga which includes meditation. But there is a rich tradition which we will also explore of Bhakti Yoga - the Yoga of devotion, Karma Yoga - the Yoga of action and selfless service, and Jnana Yoga - the Yoga of philosophy, study, and wisdom. Each form helps us deepen our experience and our practice as we move along the path toward wholeness and enlightenment. \$139**

■ Sat 10:30am-12:30pm, Jun 23-Sep 08
#6773 XE 115 6919 Student Activities 101
(No class 7/21, 8/25)

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. \$125**

■ Sat 9:30am-10:30am, Jun 16-Aug 04
#5967 XE 843 6321 Horowitz Arts Center 110

Qigong

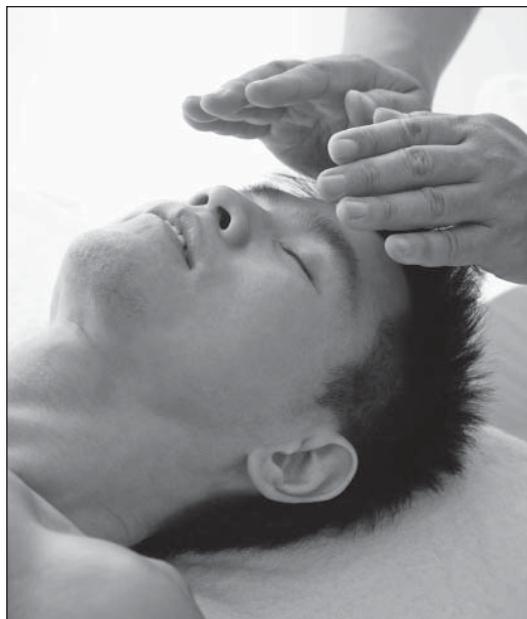
The word Qigong literally means skill or cultivation of vital energy (qi). Traditional Chinese medicine believes that good health is the result of a free-flowing, well-balanced qi (bio-energy) system, while sickness, pain or physical disorders are the result of qi blockage, or unbalanced qi in the body. 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: D. Foulk. \$125**

■ Sat 8:30am-9:30am, Jun 16-Aug 04
#5119 XE 435 6558 Horowitz Arts Center 110

Reiki for Stress Reduction & Wellness

Reiki is a gentle touch, safe and holistic practice for healing and self-improvement that everyone can learn and use. In this talk, you will discover how Reiki is being increasingly accepted by the medical community and has been incorporated into the work of many health care providers, therapists, hospice workers, caregivers, and parents. Learn about published research demonstrating Reiki's ability to reduce pain and anxiety and increase overall wellness. Join us for an informative evening exploring how Reiki can help you and those you care about, observe a Reiki healing session, and have the opportunity to ask questions. Recommended for health care workers and anyone interested in improving health and well-being for themselves and others. FREE, but you must register to reserve space. .2 CEUs

■ Fri 6:30pm-8:30pm, Jul 20
#6810 XE 484 7277 Hickory Ridge 108



Traditional Reiki 1 for Health Care Workers

Reiki is a gentle touch therapy that promotes healing on all levels: physical, emotional, mental, and spiritual. It enhances the healing of virtually every known illness and malady and does not interfere with conventional medical treatment or alternative therapies. In fact, Reiki can be used in conjunction with all other medical or therapeutic techniques to promote recovery, diminish side effects, and relieve stress. Reiki also helps to develop intuition and creativity, which benefits anyone working in a caring profession. While the techniques are simple and can be learned by anyone, the results can be powerful. This course is designed for health care workers to use on themselves to rejuvenate and heal from the demands of their profession, as well as to incorporate into their practices with clients and patients. This traditional Reiki course includes four attunements and, after completing the course, participants are certified as a practitioner in the USUI School of Natural Healing. No refund 5 days before start date. \$160 (includes textbooks, \$60 lab fee, and \$20 materials fee*)

Sat 9am-6pm, Jun 02
#5582 XH 143 7675 Hickory Ridge 158

■ Sat 9am-6pm, Jun 21
#6811 XH 143 7278 Hickory Ridge 158

WRITERS & READERS

Fundamentals of Editing

The best writer will always admit that what really makes prose stand out is good editing. This course will lay the groundwork for you to become a top-notch editor. You'll learn about copy editing and substantive editing, and how to edit a piece of writing without losing the author's voice. Among the topics: eliminating jargon and fixing awkward sentences, differentiating between normal editing and colloquial writing, and working with authors. In-class exercises will show you how to put your skills to work. Taught by a professional editor. Students must register two weeks before start date. \$139

■ Sat 9am-4pm, Jun 02
#6801 XI 165 6926 Hickory Ridge 102

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, 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 MVA fee*)

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 MVA fee*)

Total Control Licensing (TCL)

Tune up Your riding and get legal! Based on the Total Control Advanced Riding Clinic, in this course you can earn a license in only one day! A fun and exciting course aimed at riders who have some riding experience but haven't yet gotten a license, this course is a Rider School exclusive. To pick your class day and time, visit riderschool.org and click on "Class Schedule." \$230 (includes \$35 MVA fee*)





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 MVA fee*)

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.

ADVANCED RIDER TRAINING

The Total Control Advanced Riding Clinic™

Want expert training to become an exceptional rider or to prepare for track day? Choose this class! Total Control is based on the best-selling book, Total Control by Lee Parks. The course can help turn good riders into great ones and great riders into experts.

Our lead instructor is Tracy Martin, co-developer of Total Control ARC, writer for Motorcycle Consumer News, and co-author of the Motorcycle Safety Foundation's Guide to Motorcycling Excellence. To pick your class day and time, visit riderschool.org and click on "Class Schedule." \$325

Total Control 2 Advanced Riding Clinic™

Level 2 takes off where the original left off. Same great instructors. Even more great techniques. Same great results! \$325

Extra Practice in Basic Riding™ (EP)

A Rider School exclusive! If you've completed a licensing course anywhere, now you can sign up for 2.5 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

DID YOU KNOW? . . .

Our operations manager Les Schultz was 2011 Maryland Motorcycle Instructor of the Year.



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



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





HCC Online Classes

**Learn online, whenever and wherever
it's convenient for you!**

Learn new skills! Take self-enrichment noncredit courses from the convenience of your home! For each course, new lessons will be available twice a week, on Wednesday and Friday, for six weeks. For more information, including course descriptions, visit www.ed2go.com/howardcc or call 443-518-4680. TO REGISTER: (1) You must first PRE-REGISTER at www.ed2go.com/howardcc. Within one business day, you will receive an Ed2Go CONFIRMATION email. (2) 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.

Session start dates: June 20, July 18, August 15

Each month will feature a DISCOUNT on an Ed2Go course!

★ **NEW!**★ Administrative Assistant Fundamentals, Administrative Assistant Applications

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
Effective Selling

Management and Leadership

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

Project Management

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

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!

Computer Applications

Adobe Suite
Microsoft Office Suite
Microsoft Project
Microsoft Publisher
Making Movies with Windows XP, Vista

Web Design

Creating Web Pages
Dreamweaver
Flash

Health Information Management

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

Creative Writing

Fiction Writing
Pleasures of Poetry
Keys to Effective Editing
Write Like a Pro
Writing for Children
Magazine Writing

Digital Photography

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



HCC Online Classes

Languages

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

Law and Legal

Criminal Law – 2 Levels
 General Law
 LSAT Preparation – 2 Levels
 Paralegal Certificate Program

Children, Parents, and Family

Assisting Aging Parents
 Genealogy Basics
 Guiding Kids on the Internet
 Low-Fat, Lightening-Quick Meals
 Ready, Set, Read!
 Singapore Math Strategies

Health and Wellness

Going Green at Home
 Going Green at the Workplace
 Natural Health and Healing
 Lose Weight and Keep it Off

Job Search

Making Age an Asset in Your Job Search
 Resume Writing Workshop
 Twelve Steps to a Successful Job Search

Personal Enrichment

Goodbye to Shy
 Grammar Refresher
 Speed Reading
 Skills for Making Great Decisions

Personal Finance and Investments

Intro to Stock Options
 Personal Finance
 Stocks, Bonds, and Investing

Test Prep

GED
 GMAT
 GRE
 LSAT
 SAT/ACT

Classroom Computing

Creating a Classroom Web Site
 Guiding Kids on the Internet
 Integrating Technology in the Classroom

Tools for Teachers

Get Assertive!
 Solving Classroom Discipline Problems
 The Creative Classroom

Certification Prep

A+ - 3 Levels
 Security+
 Network+

Computer Fundamentals

Computer Skills for the Workplace
 PC Troubleshooting
 Navigating the Internet
 Keyboarding

Computer Programming

C#
 Java
 PHP and MySQL
 Ajax
 Alice 2.0
 ASP.NET
 Perl
 Python 2.5
 Ruby

Database Management

Oracle
 SQL
 Crystal Reports

Networking and Communications

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

Web Technology

Achieving Top Search Engines
 Creating User Requirements Documents
 CSS and XHTML
 Web 2.0

ONLINE COURSES

UGotClass Online Courses - Summer 2012

For information visit yougotclass.org/catalog.cfm/HowardCC or call 443-518-4680.
For company reimbursement, please ask us about tuition/fee eligibility.

COURSE TITLE	START DATE	END DATE	COST
Business Coaching Certificate	6/4/2012	7/27/2012	\$295
Supervisory & Leadership Certificate	6/4/2012	7/27/2012	\$395
Mobile Marketing Certificate			\$595
Mobile Marketing	6/4/2012	6/29/2012	\$195
Creating Cell Phone Apps for your Business	7/2/2012	7/27/2012	\$245
Advanced Mobile Marketing *NEW!*	8/6/2012	8/31/2012	\$245
Business Research Certificate			\$495
Introduction to Business Research	6/4/2012	6/29/2012	NA
Business Statistics	7/2/2012	7/27/2012	NA
Qualitative Business Research	8/6/2012	8/31/2012	NA
Certificate in Online Teaching			\$495
Designing Online Instruction	5/21/2012	5/25/2012	\$195
Building Online Learning Communities	7/16/2012	7/20/2012	\$195
Advanced Teaching Online	8/20/2012	8/24/2012	\$195
Video Marketing Certificate			\$395
Video Marketing	7/2/2012	7/27/2012	\$195
YouTube for Business	7/2/2012	7/27/2012	\$195
eMarketing Essentials Certificate			\$495
Improving Email Promotions	6/4/2012	6/29/2012	\$195
Boosting Your Website Traffic	7/2/2012	7/27/2012	\$195
Online Advertising	8/6/2012	8/31/2012	\$195
LEED Green Associate Exam Preparation	6/4/2012	7/27/2012	\$695
Social Media for Business Certificate			\$495
Introduction to Social Media	6/4/2012	6/29/2012	\$195
Marketing Using Social Media	7/2/2012	7/27/2012	\$195
Integrating Social Media in Your Organization	8/6/2012	8/31/2012	\$195
Individual Courses			
Advanced Website Strategies	7/2/2012	7/27/2012	\$195
Cyber Security for Managers	7/2/2012	7/27/2012	\$245
Dementia Care Specialist	6/4/2012	7/27/2012	\$495
Designing Successful Webinars	6/4/2012	6/29/2012	\$195
Entrepreneur Boot Camp	6/4/2012	6/29/2012	\$195
Extraordinary Customer Service	6/4/2012	6/29/2012	\$145
Facebook for Business	7/2/2012	7/27/2012	\$245
Google Analytics	7/2/2012	7/27/2012	\$195
Government Contracting	6/4/2012	6/29/2012	\$195
Introduction to Implementing Green Workplaces	6/4/2012	6/29/2012	\$195
Media Buying Strategies	7/2/2012	7/27/2012	\$195
Photoshop	6/4/2012	6/29/2012	\$195
Practical Math for the Workplace	6/4/2012	6/29/2012	\$145
Recruiting and Retaining Gen X and Gen Y	6/4/2012	6/29/2012	\$175
Successful Survey Techniques	6/4/2012	6/29/2012	\$395
Twitter	7/2/2012	7/27/2012	\$195
Courses for K-12 Teachers			
Students with Aspergers	6/4/2012	6/29/2012	\$145
Gender in the Classroom	6/4/2012	6/29/2012	\$145
Online Learning & Teaching for K-12 Teachers	6/4/2012	6/29/2012	\$145
Social Media and Online Tools for K-12 Teachers	7/2/2012	7/27/2012	\$145
Generational Learning Styles for K-12 Teachers	7/2/2012	7/27/2012	\$145

60+

Howard Community College and the Howard County Office on Aging offer courses designed for persons 60 and older. 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.

Shifting Gears: An Intuitive Approach

★NEW!★

Puzzled about what is next for you? In this class, the instructor will introduce you to intuitive tools and activities that will help you tap into your own inner wisdom. Dress comfortably and come prepared to have fun, relax and use innovative tools for empowerment and enlightenment. Instructor Edith Sorrell was trained at the Findhorn Foundation. \$39**

■ Sat 1pm-4pm

AND Sun 12pm-3:30pm, Jun 09-Jun 10

#2873 XE 1 69 7245

Hickory Ridge 136

Brain Boot Camp

Brain Boot Camp is designed for people with age-related memory concerns who wish to improve or maintain their memory. If you need tips on remembering names or notice the onset of common middle-age pauses, this course is for you. This course is not intended for people with Alzheimer's or other forms of dementia. The class is based on the research of the UCLA Longevity Center. \$41** (includes \$12 materials fee*)

■ Sat 9am-12pm, Jun 09

#5443 XE 529 J1777

Laurel College Center



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. \$40 age 60 and above, \$90 persons under 60.

■ Tue 10am-12pm, Jun 26-Aug 28

#2859 XI 655 7478

The Bain Center

■ Fri 10am-12pm, Jun 29-Aug 31 **\$80

#2867 XI 655 7479

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. \$40 age 60 and above, and \$88 persons under 60.

■ Mon,Wed,Fri 9:30am-10:50am, Jun 18-Jul 25 (no class 7/4)

#6519 XH 752 7476

The Bain Center

■ Mon,Wed,Fri 9:30am-10:50am, Aug 24-Oct 03

#6521 XH 752 7477

The Bain Center

(No class 9/3, 9/10)

Look for these courses in the fall brochure:

Senior Aquatic Wellness

Deep Water Fitness

Pottery

Ta'i Chi

Better Health and Wellness for Senior Adults

Special Lectures

IT IS NOT TOO LATE TO JOIN US FOR

Four Days of Learning for the Love of It SASI (Senior Adult Summer Institute)

June 4-7, 2012 on the HCC campus

Monday: Physical Anthropology and Archaeology—"Who Are You? Human Origins and the Emergence of Earliest Civilizations," taught by HCC faculty Dr. Laura Cripps

Tuesday: WWII History—"Pearl Harbor," taught by HCC adjunct faculty member Bob Mullauer

Wednesday: Regional History—"The Chesapeake Bay Then and Now," taught by Robert Farloney, director of the Center for Chesapeake Studies at the Chesapeake Bay Maritime Museum

Thursday: Literature—"20th Century American Literature: The American Dream," taught by Ryna May, HCC faculty member and coordinator of HCC's literature program.

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

GED Exam Preparation—See p. 23.

Preparation for the SAT

You will review basic math through Algebra II to prepare for the problem reasoning on the SAT test. Verbal preparation includes improving vocabulary, essay writing, and reading comprehension. Test taking tips will be included in each session. This course is recommended for students taking the SAT this academic year and who are currently taking or have taken geometry. Parents or guardians of students under 16 years of age will be required to complete a special form that will be given to these students on the first day of class. You must bring a calculator. \$305 (includes \$30 materials fee*)

- Mon-Fri 9am-1pm, Jun 25-Jul 06 (no class 7/4) \$270
#2185 XK 132 6037 Hickory Ridge 246
- Mon-Fri 9am-12:30pm, Jul 09-Jul 20 **\$305
#2181 XK 132 6106 Duncan Hall
- Mon-Fri 9am-12:30pm, Jul 23-Aug 03 **\$305
#2184 XK 132 6725 Duncan Hall
- Mon-Fri 9am-12:30pm, Aug 06-Aug 17 **\$305
#2183 XK 132 6164 Duncan Hall
- Mon-Fri 9am-4:30pm, Aug 20-Aug 24 **\$305
#2406 XK 132 6406 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. Review basic math through Algebra II to prepare for the problem reasoning test. Parents or guardians of students under 16 years of age will be required to complete a special form that will be given to students on the first day of class. You must bring a calculator. \$150 (includes \$30 materials fee*)

- Tue,Thu 6:30pm-9:30pm, Jul 17-Jul 31
#2186 XK 133 6165 Hickory Ridge
- Mon-Fri 1:30pm-4:30pm, Aug 20-Aug 24
#2187 XK 133 6175 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. Parents or guardians of students under 16 years of age will be required to complete a special form that will be given to these students on the first day of class. \$180 (includes \$30 materials fee*)

- Tue,Thu 6:30pm-9:30pm, Jun 21-Jul 12
#2189 XK 134 6897 Hickory Ridge
- Mon-Fri 9am-1pm, Aug 20-Aug 24
#2188 XK 134 6896 Hickory Ridge

Preparation for Math Placement Test

This course is a partnership between Howard Community College's Division of Continuing Education and the HCC Credit Math Department. This course is recommended for those who wish to improve their chances of being placed into a higher level credit math course. Topics include arithmetic, basic math functions, elementary algebra, geometry, and college math. Course requirement: You must have a basic knowledge of fractions, decimals, and percents to enroll. 18 hours/6 classes. \$155 (includes \$30 computer fee and \$20 materials fee*)

- Mon,Tue,Thu 6:30pm-9:30pm, Jun 11-Jun 21
#5409 YD 223 9311 Hickory Ridge 112
- Mon-Fri 12:30pm-3:30pm, Jul 09-Jul 16
#6651 YD 223 9400 Hickory Ridge
- Mon-Fri 9am-12pm, Aug 06-Aug 13
#6652 YD 223 9401 Hickory Ridge
- Mon-Fri 6:30pm-9:30pm, Aug 06-Aug 13
#6653 YD 223 9402 Hickory Ridge

Preparation for Math Placement Test Online

This course is an online version of Preparation for the Math Placement Test. \$130 (includes \$30 computer fee*)

- Thu -, Jun 07-Jun 28
#5411 YD 266 9313 Online
(Required on-campus orientation Thu Jun 7, 6:30- 7:30 PM at Hickory Ridge)
- Mon -, Jul 02-Jul 30
#6654 YD 266 9403 Online
(Required on-campus orientation Mon Jul 2, 6:30- 7:30 PM at Hickory Ridge)
- Wed -, Aug 01-Aug 29
#6655 YD 266 9404 Online
(Required on-campus orientation Wed Aug 1, 6:30- 7:30 PM at Hickory Ridge)

KIDS ON CAMPUS

SUMMER COURSES FOR AGES 7-17
June 25-August 10, 2012

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 before and after care are available.



What's New?

AGES 7-10

Animals + Art = Fun
 App Attack! Make Your First Game App
 Lego You-Niverse! Make Your Own Adventure
 Make It GO!—Cars and Flying Machines
 Rookie Inventor
 Social Savvy
 Zoo Tycoon™: Animal Adventure



AGES 11-14

App Attack! Make Your First Game App
 CyberSpies 2025
 Fun with Frosting
 Lego You-Niverse! Make Your Own Adventure
 Pyramids, Plato and Plagues
 Scanning the Skies
 Summer Sewing II
 Where in the Globe?



AGES 10-16

Crafts From the Past
 Fencing Basics: Pointe Touché
 HTML III for Students

Inside Interior Design
 Intermediate GameMaker™
 Painting Along With DaVinci and Matisse
 Photography Academy
 So You Want to Be President?
 Sticker and Sign Design Lab

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?, puppetry, Pets & Vets, chess, Harry Potter, Super Sports Fan & more

Call 443-518-4110 to request a brochure, or visit www.howardcc.edu/kidsoncampus.

Classes are filling quickly. Register Now!

PROJECT ACCESS

July 5-29

High school-to-college transition program for students with disabilities. For more information, email Linda Schnapp at lschnapp@howardcc.edu.

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



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**.

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



LAUREL COLLEGE CENTER

A Community of Colleges & Universities

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 per-hour in-county tuition rate and course fees but not the consolidated fee.

Lots of choices! You can choose any credit classes except nursing (NURS listings), cardiovascular technology (CARD), radiologic technology (RADT), emergency medical services (EMSP) and Police Academy. You must be age 16 or above.

For more information, call Arnette at 443-518-4659.

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 a.m.-7 p.m. Monday-Thursday, 8:45 a.m.-5 p.m., Friday.

CustomClass Registration Form

PLEASE PRINT NEATLY

HCC Student ID # _____
 or Social Security #: _____ I am an HCC full-time employee or dependent.

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.

Home Phone: (____) _____ Is this a TDD number? Y / N

Business Phone: (____) _____ Phone number(s) new since last registration

E-Mail Address _____ I qualify for senior tuition waiver Sex: _____

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 www.howardcc.edu/visitors/Webmaster/race_ethnicity.html

Course No.	Index No.	Year	Title	Tuition & Fees	Student Type
ACCT-111	1002	SP/11	Principles of Accounting I	\$348 + \$25	CE

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

Seniors 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.**

Registration Information

Choose 1 of 4 easy options:



Option 1: ONLINE (www.hccexpress.net)

Register and pay online—get immediate confirmation. No waiting or delays! Visit **www.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 a.m.-6 p.m.

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 a.m.- 7:00 p.m. Monday through Thursday; 8:45 a.m.-5 p.m. 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., 8:30 a.m.-6 p.m.

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 building locations, see pp. 48-49.

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.

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 building locations, see pp. 48-50. Please note that HCC is a smoke-free, tobacco-free campus.

UPDATING YOUR PERSONAL INFORMATION IN OUR SYSTEM: To officially change a name, address, telephone number, or email address, you must complete a Change of Information Form, available online at www.howardcc.edu/admissions. Submit form to Continuing Education, 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, administered through the Division of Continuing Education, allows you to enroll in credit classes without having to go through the credit admissions process or meet the normal course prerequisites. You can take up to the equivalent of 8 credits each term. This option must be selected at the time of registration and cannot be changed later to credit or audit status. You attend CustomClasses without receiving grades or credit transcripts. In some courses you may be eligible for CEUs or certificates. To register, use the form near the end of this booklet. For more information, call 443-518-4659. For a copy of the *Credit Schedule of Classes*, call 443-518-4856.

HOLIDAYS: The college will close July 4 for Independence Day.

EMERGENCY CLOSINGS: When the radio/TV stations announce that Howard County Public Schools are closed, Howard Community College Continuing Education classes held at those schools will be closed. For classes held on the Howard Community College campus, call 443-518-1000 or check the radio/TV to find out whether the college is closed. If the college is closed, all classes—whether credit or noncredit—are closed. If the college is closed, open enrollment classes at Gateway will be closed, too. 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 classes will follow the weather closings and delays of Prince George's Community College. Collegewide class closings are also posted on the web at www.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 course 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, and 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: The Board of Trustees of Howard Community College has approved a free tuition program for senior citizens residing in Howard County and enrolling in credit and noncredit classes in which space is available. This program enables all people 60 years of age or older to pursue an Associate in Arts degree or a certificate of proficiency, participate in college activities, and enroll in noncredit courses. Waiver applies only to tuition, not to fees. If you qualify for the waiver, you pay only the fees listed in the course description, if any are listed, plus a \$40-per-course registration fee. Please note that 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. 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 cannot use HCC Express but instead must contact the Division of Continuing Education through one of the following methods: Phone: 443-518-1700 or 443-518-4825, Email: ContinuingEducation@howardcc.edu, Fax: 443-518-4333, Mail: Division of Continuing Education and Workforce Development, Howard Community College, 10901 Little Patuxent Parkway, Columbia, Maryland, 21044-3197.

You will receive 100% of tuition and fees for *most courses* if we receive notification *prior* to the class start date. After the course begins, only tuition—*not fees*—is refunded. If a course is not eligible for refund at any time, that information is included in the course description. Please allow time for your notification to reach us before class begins. The refund process can take four weeks.

PARKING: On the HCC main campus, you may park 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 and towed. Handicapped parking is conveniently located throughout the campus. At off-campus locations such as high schools and senior centers, you may park in any unrestricted slots. The Gateway campus has free parking. Laurel College Center also has free parking; please observe the signs for appropriate spaces to use.

BOOKSTORE: Hours—Monday-Thursday 8:30 a.m. to 7:00 p.m. and Friday 8:30 a.m.-3:30 p.m. Phone: 443-518-4816. Many textbooks can be ordered on-line; visit www.howardccbooks.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.

REGISTRATION INFORMATION/CAMPUS MAP

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: HCC is committed to providing an accessible education and supportive learning environment for all students. To help us meet this goal, all students with disabilities who require special accommodations must 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 credit semester are eligible for a student ID card for that semester. To get an ID card, bring an official College letter or receipt showing 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. ID holders will be admitted during the current credit semester to the athletic center and weight room and receive discounts on those Horowitz Center events that offer student discounts. ID holders who want access to the library and open computer labs should call 443-518-1700, provide a student ID number, and request a special log-in which will be mailed. You will be asked to show your student ID when using the facilities or requesting a discount. 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 to that door because of special accommodations, please notify the Division of Continuing Education in writing two weeks before the first class. The Athletic and Fitness Center will provide a special access card that is valid until the class session is over. That card must be returned at the end of class session. There is a \$25 fee if the card is lost.

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 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.

MAILING LIST: This brochure is mailed out 4 times a year to all single-family residences (not apartments) in Howard County. If you live outside the county and would like to receive it at your home, please email [Continuing Education@howardcc.edu](mailto:ContinuingEducation@howardcc.edu) or call 443-518-1700.

COMING ATTRACTIONS! The Fall Schedule will be posted to our website (www.howardcc.edu/coned) mid-July and mailed to all Howard County residences 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. Call Jennifer at 443-518-1700 or email [Continuing Education@howardcc.edu](mailto:ContinuingEducation@howardcc.edu).

COURSE PROPOSERS AND TEACHERS: To apply for adjunct faculty positions, visit www.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 jerickson@howardcc.edu.

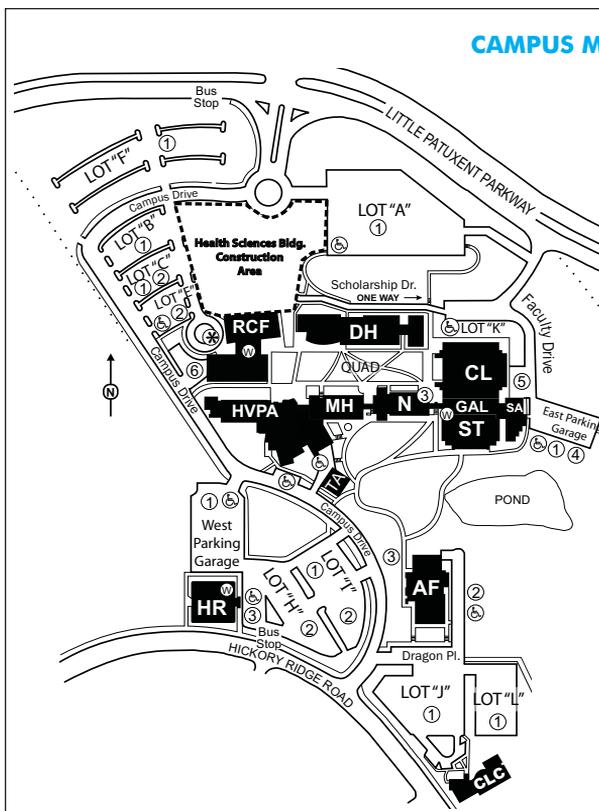


Keyword: "HowardCCContinuingEducation"



Keyword: "HCCContinuingEd"

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
- 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

PARKING DESIGNATIONS

- Ⓟ—Handicapped, by Permit Only
 - Ⓜ—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
- Lots are lettered as shown on map.

WATCH FOR CAMPUS ROAD CLOSINGS

For about 4 weeks beginning June 11, the main college entrance off Little Patuxent Parkway (LPP) will be closed for construction. Students and visitors will have two options:

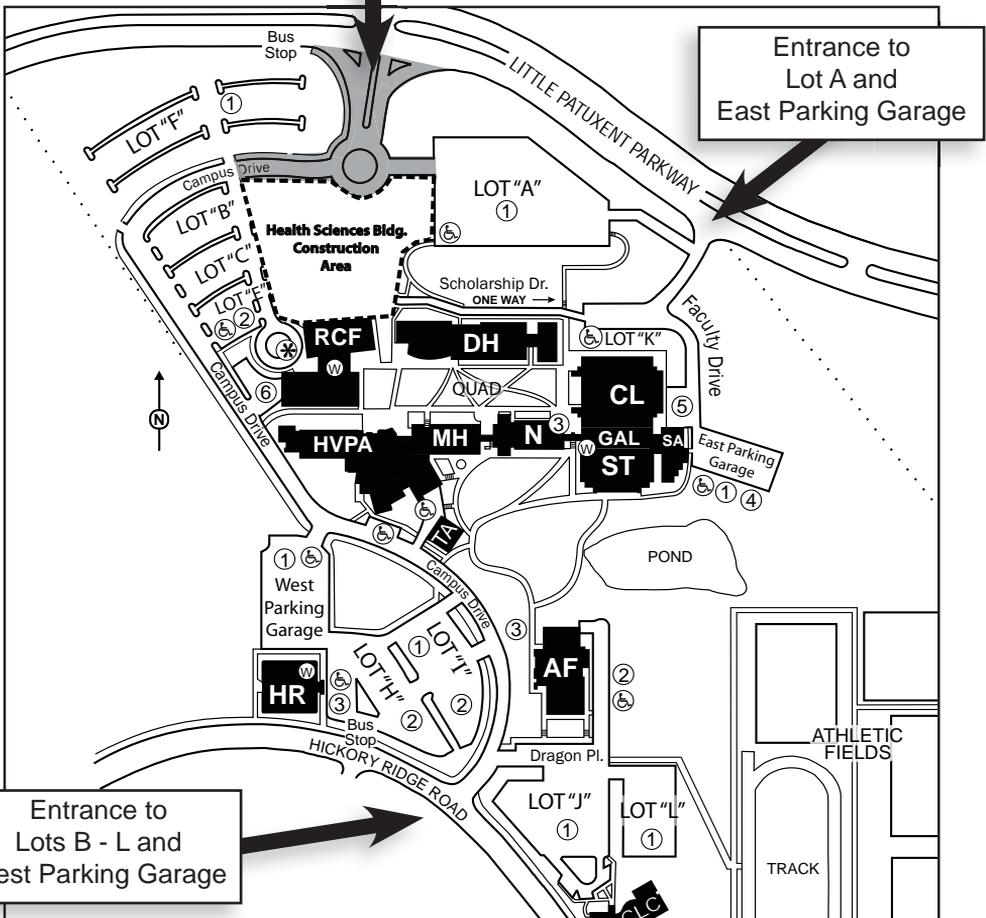
- For the East Parking Garage and Lot A, use the secondary LPP entrance a few hundred feet east of the main entrance.
- For all other parking, use the Hickory Ridge Road entrance.

The entrance will be closed to add traffic lanes for entering and exiting the campus.

For information and updates, visit
www.howardcc.edu/entrance.

Entrance closed
beginning
June 11

Expected
reopening: July 9



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

50+ Center—6600 Cradlerock Way, Columbia

Applications & Research Lab (ARL)—10920 Maryland Route 108, Ellicott City

Athletic Center—HCC main campus

Bain Center—5470 Ruth Keeton Way, Columbia

Belmont—Belmont Conference Center, 6555 Belmont Woods Rd., Elkridge

Burleigh Manor Middle School—4200 Centennial Lane, Ellicott City

Bollman Bridge Elementary School—8200 Savage-Guilford Rd., Jessup

Business Training Center (Gateway)—6751 Columbia Gateway Dr., Columbia

“Center, The”—9250 Bendix Rd., Columbia

Centennial High School—4300 Centennial Lane, Ellicott City

Children’s Learning Center—HCC main campus

Crossroads Church of the Nazarene—2750 Rogers Ave., Ellicott City

Duncan Hall (DH)—HCC main campus (formerly called English/Language/Business, ELB)

Ellicott City Senior Center—9401 Frederick Rd., Ellicott City

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

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

Gateway Campus—Columbia Gateway Building, 6751 Columbia Gateway Dr., Columbia

Glenwood 50+ Center—2400 Route 97, Cooksville

Harper’s Choice Middle School—5450 Beaverkill Rd., Columbia

HCCRC—Howard County Office of Children’s Services Child Care Resource Center, 3300 North Ridge Rd., Ste 380, Ellicott City

HCPSS ARL—see “Application & Research Lab” above

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

Howard County General Hospital—corner of Little Patuxent Pkwy and Cedar Lane., Columbia

Laurel College Center (LCC)—312 Marshall Ave., Laurel

Laurel Woods Elementary School—9250 North Laurel Rd., Laurel

MSDA (Maryland State Dental Association)—6410-F Dobbin Rd., Columbia

Mt. Hebron Presbyterian Church—2330 Mt. Hebron Dr., Ellicott City

Nursing Building (N)—HCC main campus

Oakland Mills High School—9410 Kilimanjaro Rd., Columbia

Oakland Mills Interfaith Center—5885 Robert Oliver Pl., Columbia

Roger Carter Center—3676 Fel’s Lane, Ellicott City

Quest Fitness Center—10045 Baltimore National Pike, Ellicott City

Studio 108 (stained glass classes)—Carding Bldg., Savage Mill, Savage

Student Activities Building—HCC Main Campus

Talbott Springs Elementary School—9550 Basket Ring Rd., Columbia

Vantage House—5400 Vantage Point Rd., Columbia

Western Howard Co. Senior Center—2400 Route 97, Cooksville

Wilde Lake High School—5460 Trumpeter Rd., Columbia

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60+ 40

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443-518-1700 ■ www.howardcc.edu/ConEd

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Noncredit Registration Form

PLEASE PRINT NEATLY



You Can Get There From Here.

Online: Visit www.hccexpress.net.



Fax-in: Fax this form & credit card info. to: 443-518-4333. Allow 2 days for processing.



Walk-in: Bring form and payment to the Registration Office, Student Services Bldg. Hours: 8:45 a.m.-7 p.m. Monday through Thursday; 8:45 a.m.-5 p.m. Friday.



Mail-in: Send registration form and credit card information or check to:
Howard Community College, 10901 Little Patuxent Pkwy, Columbia, MD 21044-3197, ATTN: Lock Box Cashier, RCF-203.
 Include address, home and business phones on check. Allow 1 week to process.



FOR FAX-IN OR MAIL-IN:



Card # _____
 Exp. Date _____
 Cardholder's Name (Please print legibly) _____
 Signature _____

Social Security or HCC Student ID #: _____ I am an HCC full-time employee or dependent.

Name: _____
 Last First M.I.

Address: _____
 Street 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: _____

Cell or Home Phone: (____) _____
 Are you of Hispanic or Latino origin? Yes ___ No ___
 What is your race? Select one or more of the following categories:

Work Phone: (____) _____
 American Indian or Alaska Native ___ Native Hawaiian or Other Pacific Islander ___
 Asian ___ White ___
 Black or African American ___

E-Mail Address _____
 For race definitions, visit www.howardcc.edu/visitors/Webmaster/race_ethnicity.html

My information has changed since my last registration: name address phone email

I have previously taken a class at HCC.

I qualify for senior tuition waiver. Not applicable to XE courses, \$40 registration fee, and other course fees.

COURSE NUMBER

#3492 XE 800 9783

←SAMPLE→

Title Personal Landscaping

Tuition \$ 65 ←SAMPLE

Out-of-county Maryland residents add \$10 per course.

Residents outside Maryland add \$20 per course.

Seniors: Pay only a \$40 registration fee per course and any other fee mentioned in the course description. Non-Howard County residents add \$10.

EXCEPTION: For XE courses, pay the full amount listed at the end of the course description.

Total _____

Signature: _____ Date: _____
 I certify that all of the above information is true and correct.



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 - Medical Billing/Coding
- Meeting Planner • Notary Public
- Voice-overs • Writing • More
- See Inside!***