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YOUR COURSE, YOUR CHOICE

Courses are grouped by personal enrichment, basic education and career and certification. Look for cross references and helpful information, including Web addresses, in the introductions under headings and subheadings. For general information about noncredit courses, see pages 90-91.

PERSONAL ENRICHMENT

Cultural arts, food and culinary, fitness, history, financial planning, parenting, and more.

BASIC EDUCATION

Adult basic skills, GED, college preparation.

CAREERS AND CERTIFICATIONS

Job training, professional development, technical certifications.

MEASURE OF ACHIEVEMENT

A CONTINUING EDUCATION CERTIFICATE is a great way to show an employer that you have received job training or completed a series of courses that resulted in improved skills or technical knowledge. Sample shown below. See pages 76-80 for a complete list of all continuing education certificate offerings. For information, visit www.aacc.edu/coned/certificates or call 410-777-2325.

BUILDING MAINTENANCE

STANIONARY ENGINEER CERTIFICATION PREPARATION
CE.ST-ENGR-PREP
Prepare for the Maryland Stationary Engineer certification exams and earn a continuing education certificate by successfully completing the following two courses. Visit www.aacc.edu/boiler. For information or call 410-777-2970.

OCA 310  Preparation for Maryland Stationary Engineer Certification 1
OCA 311  Preparation for Maryland StationaryEngineer Certification 2

Additionally, DIGITAL BADGES are online validations of skill, achievement, competency or completion of a continuing education course. We’re issuing badges in A+ (PC technician) customer service, cyber analyst, casino blackjack, casino carnival games and casino minibaccarat dealer. Stay tuned, there’s more to come. Look for courses (as shown below) with this symbol ❅.

CTR 390 ❅
Securing Your Cyber World
Learn how to make personal and professional activities in the cyber world safer by examining computer and workplace security. Develop a greater understanding of Wi-Fi, network and cloud security as well as data integrity and destruction. CEUs awarded. $99 includes $17 fee.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges.

Sec. 101  3 sessions  CCPT 333
MW  6-9:15 pm  Jan. 25-Feb. 1

REGISTRATION

Noncredit registration is continuous throughout the year and students can register up to the actual start date. HOWEVER, decisions on whether we have enough people to run a class are made a week or two before the start date so REGISTER EARLY.

WHAT'S IT ALL ABOUT?
### ARNOLD CAMPUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>ANXA</td>
<td>Annex A</td>
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<tr>
<td>ANXB</td>
<td>Annex B</td>
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<tr>
<td>CADE</td>
<td>John A. Cade Center for Fine Arts</td>
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<tr>
<td>CALT</td>
<td>Center for Applied Learning and Technology</td>
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<tr>
<td>CD</td>
<td>CD-ROM</td>
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<tr>
<td>CDC</td>
<td>Child Development Center</td>
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<tr>
<td>CORT</td>
<td>Tennis courts</td>
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<td>CRCS</td>
<td>Careers Center</td>
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<tr>
<td>DRGN</td>
<td>Henry L. Dragun Science Building</td>
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<tr>
<td>FLDS</td>
<td>Siegert Field</td>
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<tr>
<td>FLRS</td>
<td>Thomas E. Florestano Sr. Allied Health and Public Services Building</td>
</tr>
<tr>
<td>GYM</td>
<td>David S. Jenkins Gymnasium</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities Building</td>
</tr>
<tr>
<td>JOHN</td>
<td>A. Cathryn Johnson Building</td>
</tr>
<tr>
<td>LBR</td>
<td>Andrew G. Truxal Library</td>
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<tr>
<td>MATH</td>
<td>Math Building</td>
</tr>
<tr>
<td>PARK</td>
<td>Parking lot</td>
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<tr>
<td>PCPA</td>
<td>Pascal Center for Performing Arts</td>
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<td>PLNT</td>
<td>Plant</td>
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<tr>
<td>POOL</td>
<td>Olson Memorial Pool</td>
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<tr>
<td>SCHZ</td>
<td>Lila R. Schwartz Building</td>
</tr>
<tr>
<td>SSVC</td>
<td>Student Services Center</td>
</tr>
<tr>
<td>SUN</td>
<td>Student Union</td>
</tr>
<tr>
<td>TOUR</td>
<td>Tour departing from Arnold campus</td>
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<tr>
<td>XOFF</td>
<td>Off campus</td>
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See campus map on inside back cover.

### ONLINE VENDORS

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>CEXP</td>
<td>Construction Experts Inc.</td>
</tr>
<tr>
<td>ED4ONL</td>
<td>Ed4Online</td>
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<tr>
<td>EDGO</td>
<td>Ed2Go</td>
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<tr>
<td>EXPRS</td>
<td>Express Certification</td>
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<tr>
<td>HYBR</td>
<td>Hybrid</td>
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<tr>
<td>INFOSEC</td>
<td>INFOSEC Learning</td>
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<tr>
<td>LERN</td>
<td>Learning Resources Network Inc.</td>
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<tr>
<td>ONLN</td>
<td>Online</td>
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<td>OLT</td>
<td>Online Training Inc.</td>
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<tr>
<td>WB</td>
<td>AACC Online – Canvas</td>
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<tr>
<td>WITS</td>
<td>World Instructor Training Schools</td>
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Go to [www.aacc.edu/virtualcampus/coned](http://www.aacc.edu/virtualcampus/coned) for instructions.

### AROUND THE COUNTY

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>AACC</td>
<td>Anne Arundel Community College</td>
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<tr>
<td>AAMC</td>
<td>Anne Arundel Medical Center</td>
</tr>
<tr>
<td>AMIL</td>
<td>Arundel Mills</td>
</tr>
<tr>
<td>ANNA</td>
<td>Annapolis High School</td>
</tr>
<tr>
<td>CART</td>
<td>Chesapeake Arts Center</td>
</tr>
<tr>
<td>CATN</td>
<td>Center for Applied Technology North</td>
</tr>
<tr>
<td>CATS</td>
<td>Center for Applied Technology South</td>
</tr>
<tr>
<td>CCPT</td>
<td>Center for Cyber and Professional Training</td>
</tr>
<tr>
<td>EARL</td>
<td>Earlbeck Gases and Technologies</td>
</tr>
<tr>
<td>GBTC</td>
<td>Glen Burnie Town Center</td>
</tr>
<tr>
<td>HCAT</td>
<td>Hotel, Culinary Arts and Tourism Institute</td>
</tr>
<tr>
<td>IEC</td>
<td>IEC Chesapeake</td>
</tr>
<tr>
<td>HCAT</td>
<td>Hotel, Culinary Arts and Tourism Institute</td>
</tr>
<tr>
<td>NCHS</td>
<td>North County High School</td>
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<tr>
<td>SPGC</td>
<td>Severna Park Golf Center</td>
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<tr>
<td>SPHS</td>
<td>Severna Park High School</td>
</tr>
<tr>
<td>TPBX</td>
<td>Temple Boxing LLC</td>
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<tr>
<td>WHEB</td>
<td>Willow Oak Herb Farm</td>
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### WWW.AACC.EDU/LOCATIONSANDMAPS

### STAY CONNECTED

Use your personal MyAACC account via [https://portal.aacc.edu](https://portal.aacc.edu) to register for classes; find your classroom; look up your grades; see college announcements; email your instructors; and access the AACC Bookstore, Truxal Library and student clubs and organizations.

### AACC BOARD OF TRUSTEES 2015-2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Arthur D. Ebersberger</td>
<td>Chair</td>
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<tr>
<td>Rev. Dr. Diane R. Dixon-Proctor</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Kimberly M. Burns</td>
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<tr>
<td>Walter J. Hall</td>
<td></td>
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<tr>
<td>Matthew F. Hortopan</td>
<td>Student Member</td>
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<tr>
<td>James H. Johnson Jr., Ph.D.</td>
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<tr>
<td>Jerome W. Klasmeier</td>
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<td>Sandra E. Moore</td>
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DID YOU KNOW ... AACC’s digital badges are online validations of skill, achievement, competency or completion of a continuing education course. Visit www.aacc.edu/badges!

Planning to Re-enter the Nursing Field?

Registered nurses (RNs) and licensed practical nurses (LPNs) who have been out of the nursing field for a year or more may benefit from our online nurse refresher course. RNs and LPNs with an active or inactive Maryland nursing license need to take this course, now offered online, in order to reactivate their nursing license. For more information, contact Mar-Lynn Mickens at 410-777-2560 or mmickens@aacc.edu.

Drones for Your Business

Did you know that drones, also called unmanned aircraft systems (UAS), have practical applications that can be used in your business? AACC’s cyber and technology training department offers innovative, noncredit UAS courses giving an introduction into UAS laws and regulations as well as how to expand your business with drones, from agriculture to real estate and first response/law enforcement. Visit www.aacc.edu/it/uas.cfm or call 410-777-1333 for information.

Parenting One-on-One

Parenting can be tough! How do you handle tough issues? Where do you find quality resources? Who can help? We can! AACC accommodates the busy schedules of parents, grandparents, caregivers and teachers with day, evening, weekend and online classes. And Parenting One-on-One allows parents to schedule private courses for greater flexibility and personalized attention. Turn to page 20 for a list of offerings. For information, contact 410-777-2159 or parenting@aacc.edu.

Gardening as a Hobby

Growing herbs, flowers, even fresh produce just got a whole lot easier thanks to gardening tips and planting strategies you can learn by taking a gardening course at AACC. With indoor and outdoor gardening options available, there’s no reason to wait to get started! Turn to pages 14-15 and get ready to find your green thumb with container gardening, pollinator tips and other topics in our gardening section.

These are just a few of our many offerings. Get inspired.
# DATES AND EVENTS

<table>
<thead>
<tr>
<th>JANUARY</th>
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<tbody>
<tr>
<td><strong>Jan. 5</strong>  ➤  Spring noncredit registration begins.</td>
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| **Jan. 14**  ➤  Central Sterile Processing Technician Information Night  
6-7 p.m. Arnold campus ➤ www.aacc.edu/healthcare/sterile |
| **Jan. 18**  ➤  **NO CLASSES**  Dr. Martin Luther King Jr. Day |
| **Jan. 18**  ➤  MLK Memorial Breakfast  
8 a.m. David S. Jenkins Gymnasium, Arnold campus ➤ www.aacc.edu/mlk/breakfast.cfm |

<table>
<thead>
<tr>
<th>FEBRUARY</th>
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| **Feb. 2**  ➤  Hotel, Culinary Arts and Tourism Information Session  
6-7:30 p.m. Humanities Building Room 214, Arnold campus ➤ www.aacc.edu/hcat |
| **Feb. 27**  ➤  Kids in College Summer Open House  
9-11 a.m. CADE 219 ➤ www.aacc.edu/kic |

<table>
<thead>
<tr>
<th>MARCH</th>
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| **March 3**  ➤  Hotel, Culinary Arts and Tourism Information Session  
6-7:30 p.m. HCAT Institute, Glen Burnie ➤ www.aacc.edu/hcat |
| **March 14-20**  ➤  **NO CLASSES**  Spring break |

<table>
<thead>
<tr>
<th>APRIL</th>
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| **April 7**  ➤  Hotel, Culinary Arts and Tourism Information Session  
6-7:30 p.m. Humanities Building Room 214, Arnold campus ➤ www.aacc.edu/hcat |
| **April 18**  ➤  Professional Yoga Instructor Open House  
6 p.m. CALT Room 107, Arnold campus ➤ www.aacc.edu/yoga/default.cfm |

For a full calendar of events visit [www.aacc.edu/events](http://www.aacc.edu/events). Connect with AACC.
ART

For information about continuing education art courses, shows and events, visit www.aacc.edu/artsandcrafts.

ART AS BUSINESS

ATS 310
Arts and Crafts as a Business
Learn how to turn an arts and crafts hobby into a business. Examine the marketing niche, product branding, organizing and operating a business space, pricing, marketing plans, selling venues and how to tap the Internet. CEUs awarded. $100 includes $25 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13–June 3 ONLN EDGO Teri King
Sec. 202 May 18–July 8 ONLN EDGO Teri King

ART HISTORY

ATS 391
Kreeger Museum: Art and Architecture
Discover the modern art collection with the architecture of its Philip Johnson design. Examine the evolution of the collection by David and Carmen Kreeger. Explore the architecture, the home housing the artwork and the artwork itself. $65 includes $37 fee.
Note: Lecture is Thursday evening; guided tour is Saturday. Enrollment deadline is April 1. Van and admission fees included. Bring a bagged lunch. Walking, standing and climbing stairs without assistance required. Wear comfortable shoes and dress for both inside and outside tour.
Sec. 201 2 sessions Arnold campus
Th 7–9 pm April 14
Sa 9 am–1:45 pm April 16 Anita Ramundo

CRAFTS

ATS 393
Plein Air Painting
Discover watercolor painting in the open air. Outline setup and painting methods. Discuss site choice and composition planning. Practice techniques to keep colors vibrant. Create thumbnail sketches for each site followed by larger painting. $107 includes $37 fee.
Note: Instructor will contact students prior to class with supply list.
Sec. 201 3 sessions Arnold campus
Sa 9 am–noon April 2–16 David Lawton

ATS 388
Linoleum Block Printmaking
Examine the creative process of linoleum printing from idea to print. Practice carving skills and explore drawn design options. Identify printing challenges and learn troubleshooting. Complete a carved block and print. $175 includes $47 fee.
Note: All supplies provided.
Sec. 201 5 sessions Arnold campus
M 7–9 pm April 4–May 2 Anita Hagan

ATS 390
Composition for the Artist
Improve your artwork by using six principles of composition. Examine each element in depth and demonstrate their impact on artwork. Practice composition using each student’s media of choice. $117 includes $7 fee.
Note: Students will bring in a sketchpad, drawing supplies to first class.
Sec. 201 5 sessions Arnold campus
Th 7–9 pm April 7–May 5 Clare Barone

ATS 311
Drawing for the Absolute Beginner
Gain a solid foundation and understanding of drawing basics. Discover materials, set up procedures, lighting and rendering techniques, and design and layout methods. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13–June 3 ONLN EDGO Chad Walker
Sec. 202 May 18–July 8 ONLN EDGO Chad Walker

ATS 346
Fundamentals of Figure Drawing
Learn planes, forms, proportions and anatomy of the human figure through lecture, demonstration, exercises and critiques. Work with a clothed model to depict the body through gesture drawing and sustained poses using light and shade. $145 includes $31 fee.
Note: Prior drawing experience recommended. Basic drawing supplies and model furnished for class. Instructor will discuss additional optional supplies at first class.
Sec. 201 4 sessions Arnold campus
Tu 6:30–9 pm May 3–24 Andree Waesche

JEWELRY AND STAINED GLASS

For information regarding a continuing education certificate in Beginning Jewelry Design, see pages 76–81.

CFT 355
Basic Beading: Design and Technique
Explore the fun and sophisticated craft of making beaded jewelry. Learn to identify equipment, materials, bead types and stones. Acquire basic skills in stringing, crimping and knotting, and also making wire-wrapped loops. $140 includes $32 fee.
Note: Most supplies provided. Instructor will discuss additional supplies at first class.
Sec. 201 4 sessions Arnold campus
Tu 7–9 pm April 5–26 Kathleen McCarthy-Quiroz
**ADVANCED BEADING AND JEWELRY DESIGN**

Expand on basic jewelry-making skills by using advanced techniques. $180† includes $47 fee.

Prerequisite: CFT 355 Basic Beading Design and Technique or permission of instructor.

Note: All supplies provided.

Sec. 201 5 sessions Arnold campus
Tu 6:30-9 pm May 3-31 Kathleen McCarthy-Quiroz

**ATL Soldering Techniques for Jewelry**

Develop jewelry-making skills by learning basic soldering techniques. Identify materials and supplies. Outline safe practices. Practice two soldering techniques. Create an encased pendant and a set of earrings. $65† includes $22 fee.

Note: Basic jewelry-making skills required. All supplies provided.

Sec. 201 1 session Arnold campus
Sa 9 am-noon April 9 Regen Linn

**ATL Try It: Stained Glass**

Experience working with stained glass for the first time. Gain an appreciation and understanding of the materials by completing a small project. Receive lecture, demonstration and guidance. $117† includes $45 fee.

Note: All supplies provided. Bring notebook and pen/pencil to class.

Sec. 201 2 sessions Arnold campus
Tu 6:30-9:30 pm May 17-24 Deborah Matott

**PAINTING**

**ATL Oil Painting: Water and Landscapes**

Learn to depict depth and atmosphere. Explore use of color, perspective and composition. Create thumbnail sketches as painting preparation. Determine ways to paint elements of landscapes and waterscapes. Complete water and a landscape painting. $127† includes $7 fee.

Note: All supplies provided. All experience levels welcome.

Sec. 201 4 sessions Arnold campus
M 7-9:30 pm April 4-25 Melissa Gryder

**ATL Watercolor Basics: You Can Do It**

Learn watercolor basics using a step-by-step approach. Explore the tools of the trade, paint application, using the white of the paper, brush handling, color mixing and various textural effects. $221† includes $14 fee.

Note: Instructor will contact students to discuss supply list.

Sec. 201 7 sessions Arnold campus
W 6-9 pm April 6-May 18 Cynthia Shumaker

**ATL Introduction to Chinese Brush Painting**

Discover the philosophy and practice of Chinese brush painting. Explore styles and shared underlying core elements. Identify unique tools used for brush painting, four basic strokes and then practice skills in class. $63† includes $27 fee.

Note: All supplies provided.

Sec. 201 1 session Arnold campus
Sa 10 am-1 pm April 2 Mei Yu Green

**ATL Chinese Brush Painting: Intermediate Level**

Advance Chinese brush painting skills and improve techniques. Gain an appreciation of the meditative philosophy associated with this ancient art form. Enrollment limit: 12. $151† includes $39 fee.

Prerequisite: ATS 394 Chinese Brush Painting or equivalent experience recommended.

Note: Some supplies provided. Bring bamboo brushes and water container.

Sec. 201 5 sessions SPHS
Th 7-9 pm April 7-May 5 Mei Yu Green

**ATL Fused Glass for the Holidays**

Explore the fused glass process. Discuss glass qualities and stacking techniques. Explore holiday design themes. Practice glass cutting and fused glass design and assemble. $57† includes $27 fee.

Note: Projects will be a nightlight and suncatcher and fired after class. Arrangements will be made for pickup.

Sec. 201 1 session Arnold campus
Sa 9 am-noon April 16 Deborah Hines

**ATL Oil Painting: Easy and Fast**

Complete an oil painting in three hours. Learn about the basics of painting in a workshop that will develop your skills and confidence. $71† includes $35 fee.

Note: All supplies provided. No painting experience necessary.

Sec. 201 1 session Arnold campus
Su 10 am-1:30 pm May 1 Carolyn Council

**SCULPTURE**

**ATL Sculpture 2**

Expand sculpture skills and use complex casting techniques. Create two sculptures of increasing complexity. Assemble final sculptures from multiple piece plaster casting and use painted finishing techniques to complete each one. $147† includes $37 fee.

Prerequisite: ATS 369 Introduction to Sculpture.

Note: All supplies provided.

Sec. 201 5 sessions Arnold campus
W 7-9 pm April 6-May 4 Clare Barone

**SOCIAL DANCE**

**ATL Bollywood**

Learn the dance style popularized in movies from Northern India. Practice Indian classical and folk dances fused with contemporary elements of jazz, hip-hop, Arabic and Latin dance. $67† includes $7 fee.

Note: All experience levels welcome.

Sec. 201 6 sessions NCHS
Tu 7-8 pm April 19-May 24 Mary Krause
PERSONAL ENRICHMENT

DNC 328 NEW
Social Dance Workshop - Intermediate
Practice intermediate to advanced dance steps, patterns and positions of the foxtrot, waltz and tango. Concentrate on movement and footwork, timing and rhythm. Emphasis on leading and following, technique and styling. $61† includes $7 fee.
Prerequisite: DNC 315 Social Dance Workshop, DNC 305 Basic Social Dance within the past year or previous dance experience.
Note: Students should bring bag lunch, drink and protein snack. Wear comfortable clothing and appropriate thin-sole, leather-bottom shoes.

Sec. 201 1 session Arnold campus
Sa 10:30 am-3:30 pm April 16 Deborah Washington

DNC 329 NEW
East Coast Swing Dance Workshop
Develop dance skills to the fast beat of the East Coast swing. Improve and enhance your dance repertoire with this six-count, basic step, rhythm dance. Demonstrate lead and follow techniques. $49† includes $7 fee.
Note: All experience levels welcome. Students should wear comfortable clothing and appropriate thin-sole, leather-bottom shoes. Bring bag lunch, drink and protein snack.

Sec. 201 1 session Arnold campus
Sa 10:30 am-2 pm May 7 Deborah Washington

DRIVER EDUCATION

Become a safe, smart and confident driver with DRV 505 or KDS 843 taught by Elite Driving School, a driver education school licensed and certified by the Maryland Motor Vehicle Administration. Students between the age of 15 years 9 months and 16 years old register for KDS 843. Students 16 years and older register for DRV 505. For information visit www.aacc.edu/driving.

DRV 505
Driver Education
Develop a working knowledge of Maryland traffic rules and procedures for operating a vehicle. Learn and practice space management and vehicle maneuvering skills in all traffic situations. Explore the factors affecting vehicle control and driver performance. Required for all persons (regardless of age) who want to obtain a Maryland driver’s license. Includes 30 hours of classroom instruction and six hours of behind-the-wheel practice. $365† includes $332 fee.
Note: Students must be 15 years 9 months or older to register. Offered in partnership with Elite Driving School. Section 203 is for Spanish speaking students only.

KDS 843
Driver Education Youth
Develop a working knowledge of Maryland traffic rules and procedures for operating a vehicle. Learn and practice space management and vehicle maneuvering skills in all traffic situations. Explore the factors affecting vehicle control and driver performance. Required for all persons (regardless of age) who want to obtain a Maryland driver’s license. Includes 30 hours of classroom instruction and six hours of behind-the-wheel practice. $365† includes $332 fee.
Note: Students must be 15 years 9 months or older to register. Offered in partnership with Elite Driving School. Section 203 is for Spanish speaking students only.

Sec. 201 11 sessions Arnold campus
M 6-7:30 pm April 4
MTuWTh 6-9:15 pm April 5-19
W 6-7:30 pm April 20

Sec. 202 11 sessions AMIL
M 6-7:30 pm April 25
MTuWTh 6-9:15 pm April 26-May 10
W 6-7:30 pm May 11

Sec. 203 11 sessions Arnold campus
M 6-7:30 pm May 16-June 1
MTuWThF 6-9:15 pm May 17-May 26
W 6-7:30 pm June 1

Note: No class May 27 and 30.

EXPLORE

EXPLORE and Middle School Scholars are partnership programs between AACC and Anne Arundel County Public Schools (AACPS). EXPLORE classes are for elementary school-aged students identified as gifted and talented by AACPS. Middle School Scholar classes are for middle school-aged students. To find out if your child qualifies, contact AACPS Gifted and Talented development office at 410-222-5430.
For more information about EXPLORE and other youth courses visit the Kids in College website at www.aacc.edu/kic.

GTE 825
Lego® Engineering Basics: Vehicle Design
Explore the concepts and vocabulary of vehicle design and engineering through Lego® bricks. From cars to tanks or helicopters and planes, discover diverse and innovative solutions to a variety of design challenges. $82 includes $7 fee.
Note: Offered in partnership with Play-Well TEKnologies.

Grades 1, 2
Sec. 201 3 sessions Arnold campus
Sa 9-10:30 am April 2-16
Grades 3, 4 and 5
Sec. 202 3 sessions Arnold campus
Sa 11 am-12:30 pm April 2-16

FAMILY TIME INTERGENERATIONAL

These intergenerational courses offer an excellent way to acquire knowledge and build relationships. Both an adult and child must register for face-to-face and online courses. For youth-only classes see EXPLORE beginning on page 8 and Kids in College on pages 17-18 or visit www.aacc.edu/kic.

FAM 547
Study Algebra Online
Discover algebra’s relevance to everyday life. Become skilled at solving a variety of problems and get ahead by learning the basics of algebra before classes begin. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go. For children in grade 6 or older monitored by an adult.

Sec. 201 April 13-June 3 ONLN EDGO Sharon Daniels
Sec. 202 May 18-July 8 ONLN EDGO Sharon Daniels

www.aacc.edu/kic
FINANCIAL PLANNING

Learn more about personal investing, budgeting and retirement planning. Visit www.aacc.edu/finance

PERSONAL FINANCE

FNE 311
Basics of Investing
Learn what you need to know before purchasing a stock, bond or mutual fund. Examine some common myths about investing. Discover how to develop a plan to meet any financial goal. $47 includes $17 fee. Note: Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 2 sessions Arnold campus
Tu 7-9 pm April 5-12 Mark Beedenbender

DLC 330
Keys to Successful Money Management
Learn about the broad array of investment choices available. Discover the various ways to acquire and accumulate cash and real property. Discuss the tax implications of investment decisions. $100† includes $72 fee. Note: Online course. Offered in partnership with ed2go. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 April 13-June 3 ONLN EDGO Kirsten Iseminger
Sec. 202 May 18-July 8 ONLN EDGO Kirsten Iseminger

FNC 374
IRA and 401(k) Distribution Options
Unscramble these complex options so you don't lose up to 70 percent of money in taxes. Learn the pros and cons of IRS-allowed payout options. Discover why beneficiary designations are crucial, why planning must begin before age 70½ and how to make your IRAs continue tax deferred decades after your death. Discussion will include the new conversion law. $45 includes $17 fee. Note: Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 1 session Arnold campus
Sa 9 am-1 pm April 9 John Bocci

FNE 312
Personal Finance
Learn to plan and manage your personal finances. Gain control over the financial impact of your choices. Learn to create and use a budget, borrow and invest wisely, and plan for your financial future. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 April 13-June 3 ONLN EDGO Gail Perry
Sec. 202 May 18-July 8 ONLN EDGO Gail Perry

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT

FNC 357
Financial Strategies for Successful Retirement
Learn to control your financial destiny. Discuss ways to generate steady retirement income, maximize investment returns, protect assets, minimize income taxes and reduce estate taxes. $87 includes $17 fee. Note: Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 4 sessions Arnold campus
TuTh 6:30-9 pm April 5-14 Robert Clark

FNE 327
Rejuvenate Your Retirement
Discuss strategies to plan for a financially secure retirement. Plan for a tax-efficient income, lifestyle preservation and inflation protection. Identify the primary threats to a secure retirement. Examine long-term care options. $60 includes $31 fee. Note: Course is designed for retirees. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments. Includes a 143-page, illustrated workbook which is provided on the first session.

Sec. 201 2 sessions Arnold campus
Tu 10 am-noon April 5-12 Christopher Gordon
Sec. 202 2 sessions Arnold campus
Th 1-3 pm April 14-21 Christopher Gordon

FNC 373
Managing the Social Security Maze
Learn how to complete a Social Security application, determine benefits and make informed decisions about Social Security. Study Medicare and Medicaid, disability under Social Security and the Supplemental Security Income program. $40† includes $33 fee. Note: Online course. Offered in partnership with Online Training. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 1 session Arnold campus
Sa 9 am-1 pm April 9 John Bocci

STOCKS AND BONDS

FNE 317
Stocks, Bonds and Investing: Oh My!
Learn how to manage personal finances, make investment decisions and prepare adequately for the future. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 April 13-June 3 ONLN EDGO Aaron Clarey
Sec. 202 May 18-July 8 ONLN EDGO Aaron Clarey

FNE 319
The Analysis and Valuation of Stocks
Learn how to research and value stocks. Find out how to read financial statements and calculate financial ratios. Explore industrial comparisons and pricing techniques. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.

Sec. 201 April 13-June 3 ONLN EDGO Aaron Clarey
Sec. 202 May 18-July 8 ONLN EDGO Aaron Clarey
FNE 320
Introduction to Stock Options
Learn how to evaluate, buy, sell and profit from stocks by using professional-caliber investment tools. Discover how to protect your portfolio and profit in down, up or even flat markets. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go. Instructors do not provide advice on specific investments and neither the instructor nor AACC is responsible for students' personal investments.
Sec. 201 April 13-June 3 ONLINE EDGO Mark Quinn
Sec. 202 May 18-July 8 ONLINE EDGO Mark Quinn

FISHING

AHC 362
Chesapeake Bay Fishing
Cover the basics of fresh and saltwater fishing. Discuss bait fishing, lure fishing with spin and casting tackles, and fly fishing. Learn about rigging baits, fish fighting and landing techniques. Tackle maintenance and angling resources. $92† includes $32 fee.
Note: Bring a rod and reel for the hands-on part of class.
Bring a bag lunch.
Sec. 201 1 session Arnold campus
Sa 9 am-3:30 pm May 7 Dennis Doyle

AQUATIC FITNESS

AHL 371
Swimming for Fitness
Practice speed drills and improve endurance through this masters-type swim program. Includes stroke work and strength building exercises as necessary. $115† includes $23 fee.
Prerequisite: Student must be able to swim 300 yards or have instructor’s permission.
Note: Student must be comfortable in deep water.
Sec. 201 20 sessions Arnold campus
MWF 6-6:50 am April 4-May 18 Susan Mainhart

AHC 500
Stand-Up Paddleboard (SUP) Bootcamp
Practice kinetic exercises (push-ups, squats, planks, strength building) on an anchored paddleboard in a warm pool. Develop techniques needed to stand and balance on a paddleboard. Strengthen core muscles and improve balance and flexibility. $147† includes $93 fee.
Note: All experience levels welcome. Students should be able to swim/tread water and feel comfortable in deep water.
Sec. 201 6 sessions Arnold campus
Th 6:30-7:30 pm April 7-May 12 Karla Horton

ATC 510
Deep Water Jogging
Build stamina with a low impact workout performed in a warm, deep pool. Strengthen legs, upper body and core using water as resistance. Practice jogging and running exercises including interval training, sprints and long distance. $93† includes $21 fee.
Note: Students will be provided with flotation belts and barbells. Wear bathing suit, bring a towel and bottled water.
Sec. 201 6 sessions Arnold campus
W 6:30-7:30 pm April 13-May 18

HTH 395
Arthritis Aquatic Therapy
Designed for students limited by impaired joint motion or strength. Practice exercises designed to improve muscle strength, coordination, endurance and ability to perform daily tasks. $61 includes $32 fee.
Sec. 201 14 sessions Arnold campus
MWF 11-11:50 am March 28-April 27 Aubrey Quasney, John Quasney, Phyllis Farrell, Evelyn Rubel

GROUP EXERCISE

AHC 335
Basic Boot Camp
Experience a calisthenics-based fitness program. Practice simple but profoundly effective exercises. Little or no equipment is needed. Designed for those who need motivation to start and continue a fitness lifestyle. $87† includes $7 fee.
Sec. 201 8 sessions Arnold campus
M 6-7 pm April 4-May 23 Melanie Tucker

AHC 356
Butts and Guts
Work out your lower body with a focus on burning fat and toning muscles. $87† includes $7 fee.
Sec. 201 8 sessions Arnold campus
M 7-8 pm April 4-May 23 Melanie Tucker

AHC 359
Embody Barre
Combine ballet barre core exercises with ballet and modern dance moves for body shaping results. Increase flexibility, strengthen your core and improve posture. $77† includes $7 fee.
Sec. 201 7 sessions Arnold campus
M 6-7 pm April 4-May 16 Jessica Michaels

AHC 369
Beginning Boxing
Learn basic punching techniques and footwork. Increase physical fitness through strength and conditioning as well as flexibility training. Practice punching and moving while remaining balanced. $80† includes $67 fee.
Sec. 201 6 sessions Arnold campus
W 8-9 pm April 6-May 11 Nickolas Manthos

ATC 508
TaijiFit™
Combine Taijiquan and Qi Gong movements to help achieve mental, physical and emotional well-being. Increase flexibility and muscular strength. Improve balance, posture and coordination. Develop breathing techniques for relaxation and stress relief. $79† includes $7 fee.
Note: All experience levels welcome.
Sec. 201 6 sessions Arnold campus
W 7:15-8:15 pm April 6-May 11 Thosbe Sahwell
Sec. 202 6 sessions Arnold campus
Sa 8:30-9:30 am April 16-May 21 Thosbe Sahwell

TAI CHI

HLH 344
Morning Tai Chi
Home movements that focus on relaxation, stress reduction, balance and coordination. $79† includes $7 fee.
Note: Geared toward adults age 60 and older.
Sec. 201 12 sessions Arnold campus
MW 9-10 am April 4-May 11 Sean Martial
AHC 393
Comprehensive Tai Chi
Continue studying tai chi with focus on refinement of the 74-movement Laojia YiLu form, 83-movement Laojia Erlu form and two person practice. Designed for students who can perform the 18 Essence Form. $79† includes $7 fee.
Prerequisite: Permission of instructor.
Note: Geared toward adults age 60 and older.

Sec. 201 12 sessions Arnold campus
MW 10:30-11:45 am April 4-May 11 Sean Martial

FOOD AND CULINARY

COA 364
Better Balance Workshop
Learn how to activate the body muscles that keep you moving and upright. Explore techniques to improve your posture. $27† includes $7 fee.
Note: LifeStages course designed for students midlife and beyond.
Sec. 201 1 session Arnold campus
W 6-8 pm April 13 Sharon Harty

COA 365
Mediterranean Diet
Learn how to make Mediterranean style meals at home. $40† includes $7 fee.
Prerequisite: Permission of instructor.
Note: Geared toward adults age 60 and older.

Sec. 201 1 session Arnold campus
W 6-8 pm April 13 Sharon Harty

COO 325
Luscious Low-Fat, Lightning-Quick Meals
Explore southern European cooking. Understand the various health benefits from the Mediterranean food pyramid. Observe cooking demonstrations and gain ideas for keeping cooking simple and nutritious but also making it impressive. $67† includes $31 fee.
Note: Chef demonstration and tasting.

Sec. 201 1 session HCAT 112
F 6:30-9:30 pm April 30 Linda Elliott

COO 343
Cooking on the Go: Tricks for Boat and Camp Cooking
Learn techniques and pointers to set up a kitchen away from home, from a boat galley to a campfire. Discover how to make it impressive. $67† includes $31 fee.
Note: Chef demonstration and tasting.

Sec. 201 1 session HCAT 112
F 6:30-9:30 pm May 6 Diane Horn


courses for hospitality and culinary professionals, see page 73, in the careers and certifications section. For information about
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COO 329
A Taste of the Middle East
Experience the flavors, aroma and taste of Middle Eastern cooking. Combine fresh vegetables, dried fruits, spices and herbs with chicken, lamb and seafood to produce incredibly simple and flavorful dishes. $67† includes $31 fee.
Note: Chef demonstration and tasting.

Sec. 201 1 session HCAT 112
F 6:30-9:30 pm April 22 Linda Elliott

COO 345
Thai Cuisine
Explore the new “thai” cuisine – the cooking of Thailand. Enjoy spices from Phuket and aromas from Chiang Mai as you learn about and try simple, spicy Thai dishes. $67† includes $31 fee.
Note: Chef demonstration and tasting.

Sec. 201 1 session HCAT 112
W 6-8 pm April 13 Christian Kelley

COO 349
Mediterranean Cuisine
Explore southern European cooking. Understand the various health benefits from the Mediterranean food pyramid. Observe cooking demonstrations and gain ideas for keeping cooking simple and nutritious but also making it impressive. $67† includes $31 fee.
Note: Chef demonstration and tasting.

Sec. 201 1 session HCAT 112
F 6:30-9:30 pm May 6 Linda Elliott


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ARE YOU READY FOR A SIZZLING CAREER?

Become an executive chef, hotel manager, pastry chef, caterer, entrepreneur or more. Anne Arundel Community College's Hotel, Culinary Arts and Tourism (HCAT) Institute is Maryland's premier choice in hospitality and culinary education.

Learn from certified chef instructors who are seasoned professionals and love to cook AND teach. Our state-of-the-art kitchens in Glen Burnie and Arnold offer perfect locations to practice your skills. See page 67.

www.aacc.edu/hcat
FOOD AND CULINARY

International Appetizers
Learn to prepare an international collection of easy and elegant appetizers. Find out how appetizers from different cuisines can be served for a new look for special entertaining. Sample your own creations. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
Th 6:30-9:30 pm April 14 Cheryl Ignaczak

Bread and Butter Plus!
Experience the luxury of fresh bread and butter. Learn how bread is made using traditional methods with a modern twist. Produce cultured and fresh butter, herbed oil dips and other bread condiments. $65† includes $29 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
F 6:30-9:30 pm April 15 Virginia Olson

Cake Decorating for Beginners
Learn basic techniques for torting, filling and crumb-coating cakes for all occasions. Explore the use of piping tips and bags and practice basic piping techniques and border applications. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
Sa 2-6 pm April 16 Cheryl Ignaczak

Spring Tapas
Prepare seasonal tapas using fresh, locally sourced ingredients. Learn to work with classic ingredients from Spain including saffron, paprika, garlic, peppers and chorizo! Discover the secrets of traditional Spanish cuisine to create memorable dishes for family and friends. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
W 6:30-9:30 pm April 20

Classic French Macaroons
Learn to prepare perfectly round macaroons and rich creamy fillings. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
F 6:30-9:30 pm April 22 Louise Nielsen

Vegetable Burgers
Learn to make veggie burgers using fresh vegetables, grains and beans. Create healthier alternatives for barbecues. Explore creating condiments and sides to complement veggie burgers. $65† includes $29 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
Sa 10 am-1 pm April 23 Diane Horn

Contemporary Sauces
Become a modern sauce master. Learn to create sensational sauces, from the classics to fruit salsas, that can quickly jazz up any meal. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
Th 6:30-9:30 pm April 28 Cheryl Ignaczak

Savory Tarts and Quiches
Learn to make a variety of quick and flavorful tarts and quiches. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
F 6:30-9:30 pm April 29 Adia Blanco

Key Ingredient: Garlic
Learn to prepare recipes such as roasted chicken with 40 garlic cloves, linguini with clam sauce, grilled skirt steak with chimichurri sauce. Chinese-style green beans with garlic, roasted garlic and garlic bread. $65† includes $29 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
F 6:30-9:30 pm May 13 John Johnson

All About Rice Krispy Treats
Expand your horizons beyond this traditional all-time favorite dessert. Learn new flavor combinations and how to incorporate this no-bake recipe for holiday preparations. $58† includes $22 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 218
F 6:30-9:30 pm May 6 Christine Romans

Knife Skills 2
Enhance knife skills with new and elaborate knife cuts using the foundations acquired in Hands on Knife Skills. Practice using a mandolin safely. Explore knife cuts such as tourne and lozenge. $60† includes $24 fee.
Prerequisite: Hands On Knife Skills CLN 328.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
Tu 6:30-9:30 pm May 10 Cheryl Ignaczak

COO 346

F 6:30-9:30 pm May 13

Spring Sizzle
Learn delightful creations with easy-to-find ingredients and simple preparations. Prepare a variety of menus featuring seasonal ingredients at their prime. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
W 6:30-9:30 pm May 11 Edmund Tyler

Mastering Pan Sauces
Discover how professional chefs get flavorful dishes to the table quickly and effortlessly using pan sauces. Learn simple steps to producing a number of pan sauces. $65† includes $29 fee.
Note: Students are required to wear closed-toe shoes and long pants.
Sec. 201 1 session HUM 207
F 6:30-9:30 pm May 13 John Johnson

REGISTRATION INFORMATION 410-777-2325

13
Introduction to Artisan Bread Baking
Learn bread-baking techniques by mixing, kneading, shaping and baking. Make savory and golden loaves of bread and enjoy a selection of artisan breads from a talented chef. $70† includes $22 fee.
Note: Students are required to wear closed-toe shoes and long pants.

Sec. 201 1 session HUM 218
Su 10 am-2 pm May 15 Virginia Olson

Sweet and Savory Crepes
Perfect the art of making sweet, savory and buckwheat crepes. Create a menu of assorted savory appetizer rolls and fruit crepes. $67† includes $31 fee.
Note: Students are required to wear closed-toe shoes and long pants.

Sec. 201 1 session HUM 207
W 6:30-9:30 pm May 18 Karen Koch

COO 349
Focaccia, Pita and Flatbreads
Learn to make delicious flatbreads, like focaccia and pita, from all over the world. $70† includes $22 fee.
Note: Students are required to wear closed-toe shoes and long pants.

Sec. 201 1 session HUM 218
Sa 2-6 pm May 21 Cheryl Ignaczak

GME 395
WINE AND BEER ACADEMY

COO 323
Introduction to Home Brewing
Learn the basics of brewing your own beer using malt extract and steeping grains. Work with specialized equipment. Study proper sanitation. Brew two batches of beer from start to finish and bottle an in-process beer provided by the instructor. $127† includes $49 fee.
Note: Must be 21 or older to enroll. Students will arrange to pick up their finished bottles of beer approximately one month after class completion.

Sec. 201 1 session HCAT 112
Su 10 am-4:30 pm April 3 Timothy Trigilio

CLN 358
Wine 101 – Practical Basics
Learn the basics of wine. Discover how to evaluate, select, store, open, decant and pour wine. Review wine and food pairings. Examine different aromas and decipher wine labels to determine how various wines will taste. $41† includes $17 fee.
Note: Must be age 21 or older to enroll.

Sec. 201 1 session HUM 214
W 7-9 pm April 6 Harry Latimer

CLN 319
Spicy Foods and Beer
Learn to complement the bright, spicy flavors of Thai, Indian, Chinese and Mexican foods with beer. Enjoy a selection of dishes and beers that demonstrate pairing options. $63† includes $27 fee.
Note: Must be age 21 or older to enroll. Chef demonstration and tasting.

Sec. 201 1 session HCAT 114
F 6:30-9:30 pm April 15 Timothy Trigilio

CLN 382
Mixology: Martini and Party Drinks
Have fun learning to make trendy cocktails and non-traditional martinis for party guests. Understand the basics of drink mixing and explore interesting flavors of alcohol. Mix sweet chocolate martinis, tart mojitos and fruity sangrias. $60† includes $36 fee.
Note: Must be age 21 or older to enroll.

Sec. 201 1 session HUM 214
F 7-9 pm April 15 John Johnson

CLN 310
The Price Savvy Wine Consumer
Do price and quality go hand-in-hand? Through blind tastings, learn whether you can buy great wines for less than $20 a bottle. Also discover how to find inexpensive gems. $52† includes $28 fee.
Note: Must be age 21 or older to enroll.

Sec. 201 1 session HUM 214
W 7-9 pm April 20 Harry Latimer

COO 352
Tasting Like a Master
Discover the true art of tasting wine like a professional. Gain a simple wine vocabulary and use it to assess subtle differences between grape varietals through color and aroma. Build a foundation to continue to develop your palate. $72† includes $48 fee.
Note: Must be 21 or older to enroll.

Sec. 201 1 session Arnold campus
W 7-9 pm May 4 Dania Blair

CLN 314
Beer Styles From Belgium
Discover the diversity of Belgium’s centuries-old beer culture. Learn the history and current climates of the country as it relates to brewing. Explore a variety of styles, including Wit, Saison, Abbey, Dubbel, Tripel, Belgian Strong Ale, Belgian Ale. Trappist Breweries, Flemish Red and Brown Ales and Lambics. $59† includes $23 fee.
Note: Must be age 21 or older to enroll.

Sec. 201 1 session HCAT 114
F 6:30-9:30 pm May 13 Timothy Trigilio

CLI 375
NEW
Brewery Tour – Washington, D.C.
Visit breweries and brewpubs in the Washington, D.C., area with included tours and samples. $92 † includes $47 fee.
Note: Must be 21 or older. Closed-toe shoes required for brewery tours. A boxed lunch will be provided. Meet in parking lot B on the Arnold campus at 11 a.m.

Sec. 201 1 session TOUR
Sa 11 am-7 pm May 21 Tim Trigilio

GAMES

ERC 309
Bridge for Beginners
Learn the basics of modern bridge in a comfortable, social atmosphere. Discuss hand evaluation, bidding, playing and defending. Practice actual play. $127† includes $7 fee.
Note: Instructor is a certified American Contract Bridge League Club Director.

Sec. 201 6 sessions Arnold campus
Tu 7-9 pm April 5-May 10 Steven Dunn

GARDENING

HOR 382
Vegetable Gardening 101
Learn how to successfully grow a vegetable garden step by step. Take home seeds, plants and produce. $67† includes $47 fee.

Sec. 201 8 sessions WHEB
Tu 6:30-7:30 pm April 5-Aug. 2 Maria Price-Nowakowski
Note: Class meets April 5, May 3, May 17, May 31, June 14, July 5, July 19 and Aug. 2.

HOR 384
NEW
Culinary Herb Planter
Assemble a culinary herb garden that will include parsley, thyme, basil and other herbs. Examine the benefits of using fresh herbs in favorite dishes. Plants, container and fertilizer are included. $48† includes $37 fee.

Sec. 201 1 session WHEB
Sa noon-2 pm April 9 Maria Price-Nowakowski
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Dates</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 306</td>
<td>A Fragrant Evening Garden</td>
<td>Explore planning a garden using fragrant white and cream-color evening plants. Examine the proper conditions that optimize the health of perennials, annuals and shrubs. $43† includes a $7 fee.</td>
<td>Sec. 201: April 11-18</td>
<td>2</td>
<td>Arnold campus</td>
<td>Elizabeth Matarese</td>
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<td></td>
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<td>Note: Online course. Offered in partnership with ed2go.</td>
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<tr>
<td>HOR 388</td>
<td>Start Your Own Edible Garden</td>
<td>Discover how to save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard. Discuss soil preparation, plant selection, pests, diseases, water and fertilization. $100† includes $72 fee.</td>
<td>Sec. 201: April 13-June 3</td>
<td>4</td>
<td>SPGC</td>
<td>James Vickery</td>
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<td>Note: Sessions two, three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.</td>
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<tr>
<td>HOR 399</td>
<td>Grow Box Garden</td>
<td>Assemble a 10” x 3’ earth box garden that can yield high amounts of vegetables and herbs. Learn how to plant and tend the garden. $92† includes $82 fee.</td>
<td>Sec. 201: April 21</td>
<td>1</td>
<td>WHEB</td>
<td>Maria Price-Nowakowski</td>
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<td>Note: Grow box, soil, fertilizer and plants included.</td>
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<tr>
<td>HRT 307</td>
<td>Container Gardening</td>
<td>Examine best practices for watering, fertilizing and grooming plants for a container garden. Explore the types of plants, soil and containers that will produce an artistic finishing to your landscape. $43† includes $7 fee.</td>
<td>Sec. 201: April 27-May 4</td>
<td>4</td>
<td>Arnold campus</td>
<td>Elizabeth Matarese</td>
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<td>Note: Sessions three and four will meet at SPGC.</td>
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<tr>
<td>HOR 392</td>
<td>Miniature Fairy Garden</td>
<td>Create and take home everything needed to attract fairies to a garden including miniature herbs, plants, bench, arch, fence and bird bath. $69† includes $57 fee.</td>
<td>Sec. 201: April 30</td>
<td>1</td>
<td>WHEB</td>
<td>Maria Price-Nowakowski</td>
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<tr>
<td>FLR 324</td>
<td>A Mother’s Day Tea and Lecture</td>
<td>Explore the gardens and participate in an English Cream Tea in the gardens at Willow Oak Farm to celebrate Mother’s Day. Explore traditional herbs and teas and their use in an English Cream Tea. $47† includes $32 fee.</td>
<td>Sec. 201: May 7</td>
<td>1</td>
<td>WHEB</td>
<td>Maria Price-Nowakowski</td>
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**GARDENING • GOLF • HEALTH**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Dates</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 309</td>
<td>The Pollinators Garden</td>
<td>Discover the relationship between pollinators and plants within an ecosystem. Design an inviting garden to invite pollinators. Discuss soil, watering and lighting requirements that help plants thrive. $43† includes $7 fee.</td>
<td>Sec. 201: May 9-16</td>
<td>2</td>
<td>Arnold campus</td>
<td>Elizabeth Matarese</td>
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<td>Note: Sessions three and four will meet at SPGC.</td>
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<tr>
<td>HRT 308</td>
<td>Water Gardens</td>
<td>Determine the best ways to create a calm and relaxing water garden. Discuss aeration, water pumps, filters, edging, plants, fish and more. $43† includes $7 fee.</td>
<td>Sec. 201: May 25-June 1</td>
<td>2</td>
<td>WHEB</td>
<td>Maria Price-Nowakowski</td>
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<td>Note: Sessions two, three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.</td>
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<tr>
<td>HOR 388</td>
<td>Golf for Beginners</td>
<td>Learn the basics of the sport and course etiquette. Focus on proper setup, putting, irons, woods and trouble shots. $97† includes $37 fee.</td>
<td>Sec. 201: April 13-June 3</td>
<td>4</td>
<td>ONLN EDGO</td>
<td>Caroline Young</td>
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<td>Note: Sessions three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.</td>
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<tr>
<td>HOR 399</td>
<td>Intermediate Golf</td>
<td>Correct game quirks become habits. Improve your putting, get rid of those slices and expand your ability to make trouble shots. $97† includes $37 fee.</td>
<td>Sec. 201: May 3-12</td>
<td>4</td>
<td>Arnold campus</td>
<td>James Vickery</td>
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<td>Note: Sessions three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.</td>
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<tr>
<td>HOR 392</td>
<td>Miniature Fairy Garden</td>
<td>Create and take home everything needed to attract fairies to a garden including miniature herbs, plants, bench, arch, fence and bird bath. $69† includes $57 fee.</td>
<td>Sec. 201: April 30</td>
<td>1</td>
<td>WHEB</td>
<td>Maria Price-Nowakowski</td>
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<td>Note: Online course. Offered in partnership with ed2go.</td>
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<tr>
<td>LFS 334</td>
<td>Caring for the Caregiver</td>
<td>Identify signs of caregiver stress. Explore stress-reducing techniques and resources. Examine emotions common to caregivers and techniques for balancing personal needs, work and caregiving. Develop an emergency-preparedness plan. $33† includes a $7 fee.</td>
<td>Sec. 201: April 13</td>
<td>1</td>
<td>WHEB</td>
<td>Jennifer Sapp</td>
</tr>
</tbody>
</table>

**HEALTH**

Health care professionals see Health Care in the careers and certifications sections, pages 65-67 or visit [www.aacc.edu/healthcare](http://www.aacc.edu/healthcare). For information about personal health courses, visit [www.aacc.edu/personalhealth](http://www.aacc.edu/personalhealth). For information regarding a continuing education certificate in Mental Health First Aid, see pages 76-81.

**AGING**

COA 343
End-of-Life Care
Gain the knowledge and skills needed to effectively help individuals who are experiencing a terminal illness. Examine the latest developments, treatments and technology. CEUs awarded. $108† includes $85 fee.

**CAREGIVING**

COA 306
Caring for Aging Parents
Learn compassionate ways to help older parents face the issues of aging. Acquire practical tools and techniques for coping with oncoming physical and mental limitations. CEUs awarded. $100 includes $72 fee.

For information about personal health courses, visit [www.aacc.edu/personalhealth](http://www.aacc.edu/personalhealth). For information regarding a continuing education certificate in Mental Health First Aid, see pages 76-81.

**GOLF**

AHL 397
Golf for Beginners
Learn the basics of the sport and course etiquette. Focus on proper setup, putting, irons, woods and trouble shots. $97† includes $37 fee.

Note: Sessions two, three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.

ATC 302
Intermediate Golf
Correct game quirks become habits. Improve your putting, get rid of those slices and expand your ability to make trouble shots. $97† includes $37 fee.

Note: Sessions three and four will meet at SPGC. Bring an iron and putter to second class. Bucket of balls included.

LFS 334
Caring for the Caregiver
Identify signs of caregiver stress. Explore stress-reducing techniques and resources. Examine emotions common to caregivers and techniques for balancing personal needs, work and caregiving. Develop an emergency-preparedness plan. $33† includes a $7 fee.

Note: Online course. Offered in partnership with ed2go. Approved by the American Nurses Credentialing Center’s Commission on Accreditation.

For information about personal health courses, visit [www.aacc.edu/personalhealth](http://www.aacc.edu/personalhealth). For information regarding a continuing education certificate in Mental Health First Aid, see pages 76-81.
NEW
LFS 316
Downsizing: Moving Made Easy
Prepare yourself or a loved one for moving into a new stage of life. Learn tips for staging a home for sale. Explore downsizing and sorting to make the move easier. Create a practical moving plan. $31† includes $14 fee.
Sec. 201 1 session Arnold campus
Th 6:30-8:30 pm May 19 Susan Weber

MIND AND BODY

HLH 371
Lose Weight and Keep It Off
Establish a healthy approach to weight loss and successful lifetime maintenance. Set and achieve goals that make sense. $100† includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Donna Acosta
Sec. 202 May 18-July 8 ONLN EDGO Donna Acosta

HLH 370
Introduction to Natural Health and Healing
Learn how to improve wellness, balance and health in your daily life. Gain a basic understanding of an integrative approach to achieving natural health. $100† includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Donna Acosta
Sec. 202 May 18-July 8 ONLN EDGO Donna Acosta

HLH 320
Massage for Couples
Learn relaxation therapy and stress reduction with a partner. Help connect with one another as you learn the importance of flexibility and proper breathing techniques. Experience closeness as well as a means for soothing aching muscles. $92† includes $32 fee.
Note: Partner/spouse pay tuition separately. Register at same time. Wear loose, comfortable clothing.
Sec. 201 2 sessions Arnold campus
Su 1-4 pm May 15-22 Gabrielle Malone

HLH 321
Same Time. Wear loose, comfortable clothing.

LOCAL AND REGIONAL

HRY 312
Gettysburg in a Day
Follow the Confederate and Union armies through the most important battle of the Civil War. Learn about Pickett's Charge and the actions of Genes. Ewell and Longstreet. $74 includes $32 fee.
Note: Students over 60 pay only the course fee.
Transportation included. Depart from Parking Lot A. Extensive walking required. Participants must be able to walk without assistance or provide their own caregiver who also will be required to register for the class. Bring a bag lunch or purchase one on your own. Wear comfortable walking shoes and dress for outdoors.
Sec. 201 1 session XOFF
Sa 8:30 am-5 pm April 23 Lester Brooks

HISTORICAL REVIEW

HSY 330
Historic Baltimore Church Architecture Part 2
Examine ecclesiastical architecture, circa 1850-1950, in Baltimore. Participate in an evening lecture and daytime tour of Westminster Presbyterian Church, Mount Vernon United Methodist Church, Lovely Lane Church, and Cathedral of Mary our Queen. $75 includes $26 fee.
Note: Transportation by AACC included. Extensive walking required. Participants must be able to walk and stand for hours without assistance. Bring a bag lunch or purchase one on your own. Wear comfortable walking shoes and dress for outdoors.
Sec. 201 1 session Arnold campus
W 7-9 pm April 13-14 Theresa Masek
Th 9:30 am-4 pm

HSY 331
History of American Furniture: 1700s-1900s
Examine decorative furniture styles of the 1700s-1900s as they relate to the architectural design of the era. Explore Queen Anne, Chippendale, Victorian, Gothic and Renaissance Revival interior furnishings along with their accompanying architectural design. $96 includes $12 fee.
Sec. 201 6 sessions Arnold campus
M 6:30-8:30 pm April 18-May 23 Theresa Masek

HSY 332
Discover Historic Glen Burnie
Examine the history surrounding one of Anne Arundel County’s largest towns; Glen Burnie. After the lecture is a walking tour of historical sites including St. Alban’s Church, Crain Station and the First Avenue School. $32 includes $10 fee.
Sec. 201 1 session GBTC
Sa 9 am-12:10 pm April 16 Patrick Heline

HST 307
Arlington National Cemetery: Shrine to America’s Heroes
Participate in a lecture and tour of the nation’s most famous cemetery. Learn its history and visit the sites of notable veterans, dignitaries, presidents and lesser known notables interred there. $79 includes $29 fee.
Note: Students over 60 pay only the course fee. Transportation included. Depart from Parking Lot A. Extensive walking required. Participants must be able to walk without assistance or provide their own caregiver who also will be required to register for the class. Bring a bag lunch. Wear comfortable walking shoes and dress for outdoors.
Sec. 201 1 session Arnold campus
Th 7-9 pm April 28-30 George Sweger
Sa 8:30 am-2:30 pm

HSY 333
The History of the 19th Amendment and Alice Paul
Examine the life of Alice Paul, National Women’s Party founder. Discuss events leading to the passage of the 19th Amendment, guaranteeing women the right to vote in 1920. Explore party headquarters, Sewell-Belmont house in Washington, D.C. $66 includes $27 fee.
Note: Enrollment deadline is May 1, 2016. Transportation by AACC included. Extensive walking required. Participants must be able to walk and climb stairs without assistance. Bring a bag lunch or purchase one on your own. Wear comfortable walking shoes and dress for outdoors.
Sec. 201 1 session Arnold campus
Th 7-9 pm May 12-14 Anita Ramundo
Sa 9 am-3:30 pm

HST 308
Annapolis: Portrait of a Small City
Participate in a lecture followed by a tour of this historic gem. Learn about old Annapolis and its notable residents. Explore the architecture and visit various sites including the Naval Academy. $61 includes $17 fee.
Note: Students over 60 pay only the course fee. Students meet instructor in Annapolis at location to be determined. Extensive walking required. Participants must be able to walk without assistance or provide their own caregiver who also will be required to register for the class. Bring a bag lunch or purchase one on your own. Wear comfortable walking shoes and dress for outdoors.
Sec. 201 1 session Arnold campus
Th 7-9 pm May 19-21 George Sweger
Sa 9 am-3:30 pm
HOME IMPROVEMENT

For the latest information about home and garden classes visit www.aacc.edu/homegarden.

DECORATING

IND 312
Feng Shui 101: Basic Timeless Elements
Learn the nine basic principles, five cardinal rules and the entrance school method to create joy and harmony. Discover the Bagua tool and how to locate the money, love and career areas of a home or office. $35† includes $7 fee.

Note: Bring a hand-drawn diagram of the room or rooms you want to work with.
Sec. 201 1 session Arnold campus
Tu 6:30-9 pm April 5 Yarrow

INT 371
Understanding Basics of Interior Decorating
Develop a working knowledge of basic interior design and create a floor plan. Discuss and gain an understanding of personal style, color schemes, furnishings, wall coverings, flooring and accessories. $43† includes $7 fee.
Sec. 201 1 session Arnold campus
W 6:30-9:30 pm April 6 Audrey Crawford

IND 310
Introduction to Interior Design
Explore a career in interior design. Learn how to transform any room into a beautiful and functional space. $100† includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Sarah Smallwood
Sec. 202 May 18-July 8 ONLN EDGO Sarah Smallwood

KAYAKING

KAYAKING AND PADDLEBOARDING

AHC 386
Basic Paddleboarding
Beginners can increase skills, general knowledge and enjoyment on stand-up paddleboards. Discuss gear and safety. Practice mounting, standing, multiple strokes, efficiency and in-water recovery. $75† includes $63 fee.

Note: Fee to enter park not included.
Sec. 201 1 session QWPA
Su 10:30 am-12:30 pm May 1 Scott Roddy
Sec. 202 1 session QWPA
Su 10:30 am-12:30 pm May 8 Scott Roddy
Sec. 203 1 session QWPA
Su 10:30 am-12:30 pm May 15 Scott Roddy
Sec. 204 1 session QWPA
Su 10:30 am-12:30 pm May 22 Scott Roddy

AHC 387
Paddleboard Tours
Take a guided tour of Harness Creek and the South River just outside downtown Annapolis. Experience a variety of wildlife and scenic river views. $50† includes $44 fee.

Note: Fee to enter park not included. All experience levels welcome. Brief instruction included for beginners.
Sec. 201 1 session QWPA
Sa 8-10 am May 7 Scott Roddy
Sec. 202 1 session QWPA
Sa 8-10 am May 14 Scott Roddy
Sec. 203 1 session QWPA
Sa 8-10 am May 21 Scott Roddy

HOME IMPROVEMENT, REPAIR AND REMODELING

RPR 312
Introduction to Wood Finishing
Learn how to perform basic tasks to finish a piece of wood furniture with the guidance of a professional wood finisher. Examine proper sanding, sealing, staining and glazing techniques. $102† includes $42 fee.

Note: Small piece of furniture provided.
Sec. 201 3 sessions Arnold campus
W 6:30-8:30 pm May 18 Rebecca Izzo

KIDS IN COLLEGE

Visit www.aacc.edu/kic for more information about youth classes. On page 8, see EXPLORE and Middle School Scholar courses for Anne Arundel County Public School gifted and talented youth.

ACADEMIC SUCCESS

KIC 844
Comprehensive English Preparation for the SAT
Prepare for the College Board’s 2016 SAT through intensive, focused practice. Practice critical reading and writing skills, develop progressive vocabulary and essay building. Review test-taking strategies and time management tips. Textbook information available at AACC Bookstore. $139+ includes $7 fee.

Note: Students age 16 years and older register for SKL 359 Comprehensive English Preparation for the SAT.
Sec. 201 6 sessions Arnold campus
Sa 1-4 pm April 23-May 28 Patrick Heline

KIC 845
Comprehensive Math Preparation for the SAT
Prepare for the College Board’s 2016 SAT through intensive, focused practice. Practice concepts in algebra, geometry, logical problem solving, statistics, algebra II and trigonometry. Review test-taking strategies and time management tips. Textbook information available at AACC Bookstore. $139+ includes $7 fee.

Note: Students are 16 years and older register for SKL 359 Comprehensive Math Preparation for the SAT.
Sec. 201 6 sessions Arnold campus
Sa 9:30 am-12:30 pm April 23-May 28 Patrick Heline
EXPLORE and Middle School Scholars courses for Anne Arundel County Public School’s Gifted and Talented students in grades K-8. See page 8.

www.aacc.edu/kic/gifted

KIDS IN COLLEGE • MARTIAL ARTS • MOTORCYCLE SAFETY

ART

KIC 800

Anime and Manga Workshop
Learn basic construction of faces and bodies and how stylization is applied to reality to create the look of anime and manga. Draw character features and facial expressions. Learn basic skeleton structure and body musculature. $50† includes $10 fee.

Sec. 201 2 sessions Arnold campus
Sa 10 am-noon April 2-9 Samantha Boyd

KIC 847

Discover Zentangle
Explore an easy-to-learn drawing technique that inspires creativity. Combine simple drawing strokes into “tangles” and build tangles into patterns. Discuss fun ways to use new skills. $30† includes $7 fee. $32† includes $12 fee.

Grades 3-5
Sec. 201 1 session Arnold campus
Sa 9:30-11:30 am April 16 Dawn Schulman

Grades 6-12
Sec. 202 1 session Arnold campus
Sa 9:30-11:30 am April 16 Lori Manoogian

KIC 898

NEW
 Kindermaus: Around the Farm
Explore the movements and sounds of farm animals and life on the farm. Engage in farm life through singing, finger play, rhymes, listening and instrument play. $53† includes $17 fee.

Note: Storybook: Cows in the Kitchen

Sec. 201 4 sessions Arnold campus
W 5:30-6 pm April 6-27 Nancy Anselm

Kindermaus: Make Believe
Sail to imaginary places. Dance the Pirate’s Treasure Dance. Listen to a story about Rupert the Wrong Word Pirate. Visit Royal Island and the castle of a king and queen. Meet a friendly dragon. $53† includes $17 fee.

Note: Storybook: Rupert the Wrong Word Pirate

Sec. 201 4 sessions Arnold campus
W 5:30-6 pm May 4-25 Nancy Anselm

SCIENCE

KIC 841

Lego Engineering Basics: Vehicle Design
Learn the concepts and vocabulary of vehicle design and engineering. Explore diverse and innovative solutions to a variety of design challenges for cars, tanks, helicopters or planes. $85 includes $7 fee.

Grades 1, 2
Sec. 201 3 sessions Arnold campus
Sa 9-10:30 am April 2-16

Grades 3, 4 and 5
Sec. 202 3 sessions Arnold campus
Sa 11 am-12:30 pm April 2-16

MARTIAL ARTS

AHC 397

NEW
 Introduction to Self-Defense Minicourse
Gain skills for basic self-defense. Practice situational awareness, distraction, evasions and selected martial art techniques through simulation and role-playing. $43† includes $7 fee.

Note: All experience levels welcome. Wear comfortable clothing. Instructor is an American Jujitsu Association fifth-degree black belt.

Sec. 201 1 session Arnold campus
Sa 2-6 pm April 2 David Boesel

ATC 377

Aikido
Practice distancing, evasive footwork, pins, joint twists and open hand strikes. $157† includes $7 fee.

Note: Club is affiliated with Aikido America International/Shin Aikido Rengo.

Sec. 201 12 sessions Arnold campus
TuTh 7:30-9:05 pm April 4-May 11 Kurt Froehlich

AHC 392

Jujitsu for Self Defense
Learn basic self-defense techniques based on this Japanese martial art. Identify and practice principles of self-defense through simulated attacks and role-playing. Prepare to advance in belt rank in the American Jujitsu Association. $157† includes $7 fee.

Note: All experience levels welcome. Wear loose comfortable clothing. Instructor is an American Jujitsu Association black belt.

Sec. 201 12 sessions Arnold campus
TuTh 7:30-9:05 pm April 4-May 11 David Boesel

MOTORCYCLE SAFETY

Whether you are a novice or simply interested in brushing up on your skills, AACC has a motorcycle safety course for you. AACC is an independent training site for the Maryland Motor Vehicle Administration’s motorcycle training courses including the Basic Rider Course (BRC), the Alternative Basic Rider Course (ABRC) and the Experienced Rider Course (BRCII). Anyone younger than 18 years old must complete the Basic Rider Course before applying for a motorcycle license. Courses are held at a riding range located on AACC’s Arnold campus. Instructors are certified by the Maryland Motor Vehicle Administration and Motorcycle Safety Foundation. For information visit www.aacc.edu/motorcycle.

DRV 501

Motorcycle Safety and Licensure Review:
Intermediate (ABRC) Experienced riders prepare for class M license exam. Learn about ride preparation, road management and defensive-riding strategies. Written and skills exam included. $307† includes $122 fee.

Note: Approved by the Maryland Motor Vehicle Administration. Riders must demonstrate minimum riding proficiency. Protective clothing required during riding range training. Only Maryland state license holders can receive a class M designation from the Maryland Motor Vehicle Association. Visit www.aacc.edu/motorcycle/brc2.cfm for more information.

Sec. 201 1 session PARK
Sa 8 am-3 pm April 2
DRV 500  
Motorcycle Safety and Licensure Review (BRC)  
New riders prepare for class M license with this MVA approved Basic Rider Course. Learn basic street-riding skills, how to select riding gear and defensive-riding strategies. Written and skills exam included. Basic Rider Handbook required and available at AACC Bookstore at no charge with course confirmation. $327 includes $192 fee.

Note: Approved by the Maryland Motor Vehicle Administration. Protective clothing required during riding range training. Only Maryland state license holders can receive a class M designation from the Maryland Vehicle Administration. Visit www.aacc.edu/motorcycle/brc.cfm for more information.

MUSIC  
For information about AACC’s music offerings and upcoming events visit www.aacc.edu/music/noncredit.

MUSIC INSTRUCTION

MUC 317  
Music Made Easy: Online  
Learn what makes music work. Gain an understanding of rhythm, melody and harmony. Discover how to build intervals, major scales and chords. Learn how to read, write and play simple musical pieces on a keyboard. $100† includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Marianne Murawski

Sec. 202 May 18-July 8 ONLN EDGO Marianne Murawski

MUC 319  
Sing Out Loud  
Discover the joy of singing, solo or in group, using classical, standard and popular vocal arrangements. Practice the basics of breathing, tone and diction in an environment supportive of beginning, intermediate and advanced singers. $151† includes $7 fee.

Sec. 201 8 sessions Arnold campus

W 6-8 pm April 6-May 25 Donna Ervin

MUC 313  
Basic Guitar: Group Instruction  
Learn basic guitar skills in group instruction format: reading music, playing scales and chords. Learn some of your favorite music, guitar maintenance and instrument quality. $115† includes $7 fee.

Note: Student must bring a six-string guitar to class.

Sec. 201 9 sessions Arnold campus

Tu 7-8 pm April 19-June 14 Frederick Cox

Sec. 202 6 sessions Arnold campus

Tu 5-6 pm April 12-May 17 Ruth Capobianco

Sec. 203 6 sessions Arnold campus

Tu 6-7 pm April 12-May 17 Ruth Capobianco

Sec. 204 6 sessions Arnold campus

Tu 7-8 pm April 12-May 17 Ruth Capobianco

For upcoming music, dance, orchestra and theater performances, visit www.aacc.edu/performingarts.
PARENTING AND FAMILY LIFE

Anne Arundel Community College established The Parenting Center to provide high-quality educational programs about parenting and family life to our community. Visit us at www.aacc.edu/parenting.

Many of AACC’s parenting courses meet the Maryland Child Care Credential requirements established by the Maryland Department of Education (MSDE) Office of Child Care. Each class has a content area code that corresponds to the Core of Knowledge requirements.

The codes are:
- C - Curriculum
- D - Child development
- H - Health, safety and nutrition
- L - Community
- P - Professionalism
- S - Special needs

PARENTING ONE-ON-ONE

Parenting One-on-One courses are designed to allow students the flexibility to arrange parenting courses around their busy schedules and to allow for a more personalized approach. Contact the Parenting Center at 410-777-2159 for information and to schedule a Parenting One-on-One course.

TPC 323
Managing Anger in Family Life: One-on-One
Learn the origins of problem anger in the home through individual instruction. Practice methods for properly expressing anger. Learn to channel energy into productive thoughts, feelings and behaviors. Explore ways to develop greater inner peace and cultivate interpersonal skills. CEUs awarded. $350† includes $22 fee.

TPC 324
Systematic Training for Effective Parenting (STEP): One-on-One
Learn the principles of this nationally acclaimed parent education curriculum through individual instruction. Focus on essential child-rearing issues, effective parent-child communication and discipline methods. Gain valuable training to improve family cooperation and lessen parent-child conflicts. CEUs awarded. $350† includes $22 fee.

TPC 325
Parenting Through Separation or Divorce: One-on-One
Receive individual instruction on how to shield children from the parental conflict associated with divorce or separation. Discover tools for managing anger, negotiating peacefully and creating a co-parenting plan that is effective and child-focused. CEUs awarded. $350† includes $22 fee.

TPC 326
The Explosive Child: One-on-One
Receive individual instruction on how to direct children away from explosive episodes. Explore why traditional discipline strategies often don’t work with behaviorally challenged children. Review the concepts of lagging skills and unsolved problems. Practice collaborative problem solving strategies. CEUs awarded. $350† includes $22 fee.

TPC 327
Rules, Routines and Rituals: One-on-One
Receive individual instruction on establishing rules, routines and rituals that provide the predictability and structure children crave. Discuss how relationships can be improved by creating meaningful rituals. Discover how rules, routines and rituals are linked to childhood resiliency. CEUs awarded. $350† includes $22 fee.

AACC’S TEACH Institute and Parenting Center offer a wide range of online courses for teachers, child care providers, parents and other caregivers through a partnership with ed2go.

Online courses provide a convenient and economical approach to learning. Take the short interactive quiz “Are Online Learning Courses Right for Me?” at www.aacc.edu/virtualcampus/coned to help you decide if this option fits your learning needs.

All courses require Internet access, email and Internet Explorer or other browser. Visit www.ed2go.com/aacc to view the entire online course inventory and for course information including description and cost, and access and registration instructions.

For information about these classes and other teacher professional development, child care training or parent education classes, including how to register, call 410-777-2401.

Course dates are: Jan. 13-March 4, Feb. 10-April 1, March 16-May 6.

All courses award CEUs. The cost for each course is $149, which includes a $72 fee.

FON 322
Understanding Adolescents
Learn the three stages of adolescent development. Compare the physical, emotional and social changes during teen years. Understand the importance of adolescent identity formation for adult mental health. CEUs awarded. $149 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

FON 390
Home School with Success
Take the mystery out of home schooling. Explore the history of home schooling and review laws and regulations, curriculum options and assessment tools. Discover how to provide socializing opportunities and build long-lasting relationships within home-school support groups. CEUs awarded. $149 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

FOR ADDITIONAL PARENTING CLASSES

See Child Care Training on pages 40-41 and Teacher Professional Development see pages 70-72.
PEER LEARNING PARTNERSHIP

AACC’s Peer Learning Partnership is a self-directed learning community in which members help develop and lead courses. Students must enroll in PLP 500 each term prior to registering for other courses. Visit www.aacc.edu/plp.

PLP 500
Peer Learning Partnership Program
Registration allows participation in Peer Learning Partnership (PLP) social and cultural activities and Friday discussion groups that explore current events, music and the performing arts, science and technology, economic issues, art history, history, fiction and nonfiction books, travel and films.

Note: Participation in PLP activities or courses requires a one-time $30 membership fee that covers a six-month period (January through June or July through December).

PLC 313
Maryland History: 1695-1792
Examine Maryland history from the establishment of Annapolis as the colony’s capital through the War for Independence and the creation of the U.S. Constitution and Bill of Rights, $30 includes $29 fee.

PLC 384
Genealogy: Beyond the Names and Dates
Make genealogy more interesting by fleshing out information on ancestors’ lives. Learn how and where to find and record information. Discuss how to solve genealogical obstacles. $30† includes $29 fee.

PLP 336
Emergence of Ancient Israel: 1300 to 1000 BCE
Use archeological, biblical and extra-biblical evidence to discover how tribes of desert nomads formed small agricultural communities in the highlands of Canaan. $30 includes $29 fee.

PLP 363
Lives and Works of Five Authors
Delve into the lives and the history behind the major works of Poe, Twain, Stevenson, Kipling and Christie. No outside reading required – only encouraged. $30 includes $29 fee.

PLC 391
The Power of Poetry
Examine and compare various poets and their views on subjects such as aging, friendship, grief, hope and love. Discuss whether poetry adequately describes emotions and thoughts. $30† includes $29 fee.

PLC 330
Economic Inequality in the 21st Century
Economic inequality has risen steadily over the last 35 years in the U.S. Examine the facts regarding what is happening, why, and address the question, “does it matter.” $30 includes $29 fee.

PLP 357
Geopolitical Regions: The -Stans
Through group discussions of selected readings learn about the history, demographics, economics, and geopolitical situation in Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan. $30 includes $29 fee.

PLC 394
Great Decisions in Foreign Policy
Join America’s largest discussion program on world affairs. Read the Foreign Policy Association’s 2016 Briefing Books each week. Watch PBS videos in class and discuss eight critical issues facing America today. $30 includes $29 fee.

PLC 355
Raise the Flag: Nationalism in Music
Explore nationalism in music and trace its roots in folksong. Major nationalist composers and some not-so-well-known composers of the 19th and 20th centuries will be heard and discussed. $30 includes $29 fee.

PLP 355
Why Don’t You See it My Way
Explore how misunderstandings arise among well-meaning people. Using the Myers-Briggs Personality Type Indicator (MBTI) learn to appreciate differing personality styles and develop strategies to communicate and work better together. $30† includes $29 fee.

PLC 340
Great Conversations
Series 5, Part 1
Read, analyze and discuss eight readings from the Great Books Foundations. Engage in a shared inquiry into the human condition as described by a variety of authors in fiction, drama, poetry, essays, history and philosophy. $30† includes $29 fee.

PLC 356
Economic Inequality in the 21st Century
Economic inequality has risen steadily over the last 35 years in the U.S. Examine the facts regarding what is happening, why, and address the question, “does it matter.” $30 includes $29 fee.

PLC 351
Why Don’t You See it My Way
Explore how misunderstandings arise among well-meaning people. Using the Myers-Briggs Personality Type Indicator (MBTI) learn to appreciate differing personality styles and develop strategies to communicate and work better together. $30† includes $29 fee.

PERSONAL GROWTH

GRW 345
Mastering Public Speaking
Learn how to speak confidently and persuasively to both large audiences and small groups. Discuss the art of verbal and nonverbal communication skills and how to overcome the fear of public speaking. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
### PERSONAL ENRICHMENT

#### GRW 346 Grammar Refresher for Work
Gain confidence in your ability to produce clean, grammatically correct documents or speeches. Master the basics through the use of definitions, vivid examples, interactive and reinforcing exercises. Reap rewards with mastery of the English language. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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<th>Vivian Harte</th>
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#### PRS 389 Genealogy Basics
Learn where to look, whom to contact and how to use research tools to begin an exciting exploration of your roots. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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### PERSONAL GROWTH

#### GRW 347 Listen to Your Heart and Success Will Follow
Design a life that makes you happy. Learn how you can use work to express yourself and share your interests and talents. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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#### GRW 348 Keys to Effective Communication
Learn to build rapport, trust, warmth and respect through conversation. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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#### GRW 349 Interpersonal Communication
Explore strategies for success in everyday interpersonal communication. Examine verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles and conflict management. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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#### SKL 346 Skills for Making Great Decisions
Learn how to make excellent everyday decisions. Master techniques for achieving goals, managing risk, dealing with crises, and making decisions big and small with knowledge and confidence. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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#### PRS 390 Speed Reading (Merrill Ream)
Are you struggling to keep up with a flood of email, articles, reports, books and other printed matter? Save time by learning to read faster and with better comprehension from acclaimed speed-reading expert Merrill Ream. Cover topics in a logical progression with plenty of time to master skills and techniques for lasting proficiency as a speed reader. $100+ includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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### PHOTOGRAPHY

#### PET OWNERSHIP

For the latest class information, visit [www.aacc.edu/pet](http://www.aacc.edu/pet).

#### PET 314 Elements of K-9 Behavior
Learn the difference between canine behavior and temperament. Strengthen the bond between human and dog by learning how they think and process their environment. $27† includes $7 fee.

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#### PET 320 Dog Training Techniques
Utilize elements of pet psychology to develop a practical, easy to implement training program. Examine training techniques using positive reinforcement. Develop a specific training plan for your own dog. $31† includes $7 fee.

Note: Instructor will provide dog for training demonstration.

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#### PET 312 Pet First Aid and CPR
Learn life-saving pet first aid techniques. Receive hands-on instruction on primary emergency assessment, rescue breathing, choking management, bleeding control, heat- and cold-related injuries and CPR. Manual and course completion card included. $64† includes $19 fee.

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#### PET 319 Animal Reiki 2
Develop advanced reiki animal techniques for your animals. Discuss chakras and energy concepts. Practice advanced animal reiki techniques to send healing energy. Students will receive Reiki Level 2 attunements and a manual. $79† includes $19 fee.

Prerequisite: PET 318 Animal Reiki or permission of instructor.

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#### PET 310 Pet Massage
Learn massaging skills that help support your pet’s health and longevity. $37† includes $7 fee.

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For information regarding a continuing education certificate in Digital Photography, see pages 76-81.

#### PHO 305 Basic Digital Camera Operations
Designed for entry-level film or digital single-lens reflex camera (DSLR) photographers. Learn camera operations, including composition, focus, lens selection, exposure, metering, flash and memory devices. $151† includes $7 fee.

Prerequisite: PHO 314 Basic Photography or permission of instructor.

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### BASIC INSTRUCTION

#### PHO 305 Basic Digital Camera Operations
Designed for entry-level film or digital single-lens reflex camera (DSLR) photographers. Learn camera operations, including composition, focus, lens selection, exposure, metering, flash and memory devices. $151† includes $7 fee.

Prerequisite: PHO 314 Basic Photography or permission of instructor.

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### Digital Photography: Intermediate-Advanced Techniques
Learn proven techniques to better your digital photography skills. Designed for the digital single-lens reflex (DSLR) camera. Topics include equipment, advanced exposure techniques, low-light situations and off-camera flash. Instructor will discuss action photography, close-up macro photography, tips for photographing people and travel, camera raw capture and raw file editing techniques. $156† includes $7 fee.

*Note: Prior knowledge of basic digital camera operation recommended or PHO 305 Basic Digital Camera Operations. Students supply their own digital single-lens reflex camera with manual override and memory card.*

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### Basic Adobe Lightroom for Photographers
Learn Lightroom’s tools for consistent workflow from camera to quality output. Import, organize and retrieve pictures. Discover the tools to back up, convert from RAW, correct and control exposure and color. $167† includes $7 fee.

*Prerequisite: PHO 305 Basic Digital Camera Operations or permission of instructor.*

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### Intermediate Adobe Lightroom
Improve Adobe Lightroom skills. Optimize tools for consistent, rapid workflow from camera to high-quality output. Practice editing to improve image quality, sort and rank photos. Practice complex techniques such as adding watermarks and slideshows. $167† includes $7 fee.

*Prerequisite: PHO 353 Basic Adobe Lightroom for Photographers.*

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### Discover Digital Photography
Learn the basics of digital photography including equipment, software, digital darkrooms, printing, Internet and email use, along with commercial and personal applications. Learn what you need and what you can expect to invest. CEUs awarded. $100 includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

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### Master Your Digital SLR Camera
Advance digital camera skills to the next level. Learn how to use aperture, shutter speed, ISO and exposure settings. Discuss specific lenses and flash units. Examine how to compose and shoot photos in various situations. $100† includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

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### Smartphone Photography
Learn to optimize photographic skills and basic photography skills for smartphones. Identify common and uncommon features and practice using them in class. Explore apps to augment photography and editing. $37† includes $7 fee.

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### Photographic Nature with Your Digital Camera
Learn how to improve your outdoor photographs. Focus on landscapes, water, flowers, trees, insects and animals. Examine digital camera equipment, telephotography and macro photography. $100† includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

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### Secrets of Better Photography
Enhance your photography skills by mastering basic exposure and lighting techniques. Learn how to photograph portraits, landscapes and still lifes. $100† includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

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### Travel Photography Using a Digital Camera
Explore the art of travel photography. Learn about focal points, depth of field, shooting fast-moving objects, underwater photos, low- or mixed-light situations, protecting equipment in all climates, shooting from the air, capturing urban settings and metering options. $100† includes $72 fee.

*Prerequisite: PHO 341 Secrets of Better Photography recommended.*

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### Photographing People Using a Digital Camera
Discover the best approach for shooting portraits, formal groups and faces. Learn how to arrange a sitting, set moods, create themes and editing techniques. Explore action photos and creative ways to photograph children, babies and pets. $100† includes $72 fee.

*Note: Online course. Offered in partnership with ed2go. A digital editing program is required. Photoshop Elements 3 is preferred.*

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### Photographic Fieldwork
Develop photographic skills in real-life settings. Discuss potential subjects, framing and camera settings. Utilize information for photographic shoot. Identify elements for photo review in classroom setting in the afternoon. $55† includes $7 fee.

*Prerequisite: PHO 305 Basic Digital Photography or permission of instructor.*

*Note: Instructor will notify students of location shoot.*

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### Real Estate for Consumers
The following courses are designed for renters and buyers. Real estate professionals, see real estate in the careers and certifications section, pages 69-70, or visit [www.aacc.edu/realestate](http://www.aacc.edu/realestate).

<table>
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### New Courses
- PHO 346 Digital Photography: Intermediate-Advanced Techniques
- PHO 367 Intermediate Adobe Lightroom
- PHO 355 Master Your Digital SLR Camera
- PHO 359 Photographic Fieldwork
- PHO 356 Secrets of Better Photography
- PHO 344 Photographing People Using a Digital Camera
SCUBA

KIC 839

Basic Scuba Diving – Youth
Learn basic requirements and practical techniques for recreational scuba diving. Prepare to meet the requirements for the Professional Association of Diving Instructors (PADI) certification. Discuss the physics related to diving, first aid and safe practices in diving, dive planning and underwater communications. Demonstrate proper use and handling of equipment. $295 includes $224 fee.

Note: Students must be between 15 and 16 years of age to register and must pass a swimming exam. Includes textbook and all scuba equipment except mask, snorkel and fins. A medical exam may be required. International certification through the Professional Association of Diving Instructors (PADI) is available after successful completion of this course and four open water check-out dives. There is an additional cost for the four required open water dives.

WRS 501

Basic Scuba Diving
Learn the basic requirements and practical techniques for recreational scuba diving. Prepare to meet the requirements for the Professional Association of Diving Instructors (PADI) certification. Discuss the physics related to diving, first aid and safe practices in diving, dive planning and underwater communications. Demonstrate proper use and handling of underwater breathing apparatus and other diving equipment. CEUs awarded. $295 includes $224 fee.

Note: Students must pass a swimming exam. Includes textbook and all scuba equipment except mask, snorkel and fins. A medical exam may be required. International certification through the Professional Association of Diving Instructors (PADI) is available after successful completion of this course and four open water check-out dives. There is an additional cost for the four required open water dives.

WRS 505

Enriched Air Diver
Learn basic requirements and practical techniques to extend no decompression limits by diving with enriched air nitrox (EANx). Discuss diving physics and dive planning. Learn to use an EANx compatible dive computer to determine the correct oxygen percentages and to monitor no stop limits and oxygen exposure. CEUs awarded. $224 includes $182 fee. Prerequisites: Must be certified as an open water scuba diver by a nationally recognized scuba training association.

Note: Classroom-only course offered in partnership with Sea Colony Aqua Sports Inc. PADI course manual, access to the PADI Nitrox Computer Simulator (online) and the use of the nitrox enriched air analyzer for coursework included. Certification awarded after successful completion of a practical demonstration using a gas analyzer and completion of a written exam scoring 75 percent or higher.

SENIORS

Senior courses are for individuals age 55 and older. Students ages 55-59 must pay $40 tuition per course plus an $80 administrative fee per three-month cycle (cycle fee) plus any fees for each course. Seniors age 60 and older pay only the $80 cycle fee plus any fees. Course cycles are January-March, April-June, July-September and October-December.

AACC offers courses for seniors at the Arnold campus, Glen Burnie Town Center and at various senior centers throughout Anne Arundel County. Seniors now may register online, by mail, or in-person at the Arnold campus, CALT 115. For a list of senior center courses, contact your local senior center or visit www.aacc.edu/seniors.

Note: Food provided.

Computers

CPT 973

Microsoft Excel 2010, Level 1
Learn the basic features and functions of Excel 2010 including how to enter and edit text; use values, formulas and pictures; and save workbooks in various formats. Discover how to move and copy data. Work with ranges, rows and columns. $14 fee.

Prerequisite: CPT 964 Windows 7 or equivalent knowledge.

CPT 974

Microsoft PowerPoint 2010, Level 1
Learn to create presentations that include text, graphics, tables, charts and diagrams. Discover how to edit and format slide content and apply transition effects. $14 fee.

Prerequisite: CPT 964 Windows 7 or equivalent knowledge.

CPT 975

iPad Basics
Learn how to use the iPad and its various features. Discover how to navigate the multitouch interface, set up an email account, type with the onscreen keyboard, and set up and maintain a calendar. Practice using FaceTime video calling, texting with iMessage and sharing photos. $14 fee.

Note: iPads provided.

CPT 976

Windows 8 Basics
Explore the Windows 8 interface. Learn how to work with various applications, files and digital images. Discover how to install programs, play music and use other media files. $14 fee.

CPT 964

Windows 7 Basic
Learn how to use the Start menu and taskbar; move and resize windows; create and manage files, folders and libraries; edit file metadata; and search for content. Create shortcuts, use gadgets, change system settings, browse the Web with Internet Explorer 9 and add RSS feeds. $14 fee.

CPT 978

Microsoft Word 2010, Level 1
Learn the basic features and functions of Word 2010 including how to enter and edit text; use values, formulas and pictures; and save workbooks in various formats. Discover how to move and copy data. Work with ranges, rows and columns. $14 fee.

Prerequisite: CPT 962 Windows 7 or equivalent knowledge.

CPT 979

Microsoft Word 2010, Level 2
Learn to create documents that include text, graphics, tables, charts and diagrams. Discover how to edit and format documents and apply transition effects. $14 fee.

Prerequisite: CPT 962 Windows 7 or equivalent knowledge.
**HEALTHY LIVING FOR OLDER ADULTS**

**HTH 924**  
**Functional Aquatic Conditioning 2**  
Increase strength, endurance and range of motion through aquatic conditioning. Learn about cardio-respiratory endurance and its positive effect on the musculoskeletal system. $16 fee.  
Sec. 201 19 sessions Arnold campus  
MWF 7:30-8:30 am April 4-May 12 Wauseca Briscoe

**HTH 925**  
**Functional Conditioning 1**  
Learn safe and effective strength and muscular endurance training techniques. Identify the muscle groups they benefit. Improve flexibility and mobility using low-impact aerobics. $10 fee.  
Sec. 201 30 sessions Arnold campus  
MWF 7-8 am April 4-May 13 Colleen Frank

**HTH 926**  
**Functional Conditioning 2**  
Improve cardiovascular health, muscular strength and range of motion. Understand physiological development, resistance training and self-assessment techniques to maintain health. $10 fee.  
Sec. 201 20 sessions Arnold campus  
TuTh 7-8 am April 5-May 6 Melanie Tucker

**SIGN LANGUAGE**

For information regarding a continuing education certificate in Beginning Sign Language, see pages 76-81.

**SLG 343**  
**Conversational Sign Language 1**  
Learn to communicate with hearing-impaired individuals. Study fundamental principles of American Sign Language. Study basic sign vocabulary, its use in conversation following the patterns and grammatical structures and an introduction to the American Manual Alphabet finger spelling. Textbook information available at AACC Bookstore. CEUs awarded. $147 includes $7 fee.  
Sec. 201 10 sessions ANNA  
W 6:30-8:30 pm April 13-June 15 Stephen Applegate

Sec. 202 10 sessions Arnold campus  
Th 7-9 pm April 21-June 23 Jenny Allen

**SLG 344**  
**Conversational Sign Language 2**  
Develop receptive and expressive skills following the patterns of American Sign Language. Expand sign vocabulary. Review and expand fingerspelling skills. Textbook information available at AACC Bookstore. CEUs awarded. $147 includes $7 fee.  
Prerequisite: SLG 343 Conversational Sign Language 1 or permission of instructor.  
Sec. 201 10 sessions Arnold campus  
M 6:30-8:30 pm April 18-June 27 Daniel Rick

**SLG 345**  
**Conversational Sign Language 3**  
Continue to expand sign vocabulary and the basic syntax of American Sign Language. Emphasizes signing fluency. Learn signed English idioms. View special films and interact socially with hearing-impaired individuals to aid skill development. CEUs awarded. $147 includes $7 fee.  
Prerequisite: SLG 344 Conversational Sign Language 2 or permission of instructor.  
Sec. 201 10 sessions Arnold campus  
W 6:30-8:30 pm April 20-June 22 Daniel Rick

**TENNIS**

**AHC 320**  
**Beginning Tennis**  
Learn basic forehand, backhand and service skills and then start to play doubles and singles matches. Learn rules and strategies of singles and doubles play. $90† includes $15 fee.  
Note: Geared toward students with a National Tennis Rating of 3-3.5. In the event of rain, class will be rescheduled.  
Sec. 201 5 sessions Arnold campus  
W 6-7:30 pm April 13-May 11 Rachel Keel

**AHC 321**  
**Advanced Beginning Tennis**  
Learn more advanced tennis strokes, techniques and tactics. Practice rallying while playing singles and doubles matches. $90† includes $15 fee.  
Note: Geared toward students with a National Tennis Rating of 2-2.5. In the event of rain, class will be rescheduled.  
Sec. 201 5 sessions Arnold campus  
W 7:30-9 pm April 13-May 11 Rachel Keel

**AHC 322**  
**Intermediate Tennis**  
Receive critiques of your current game. Develop your singles and doubles game strategies with guidance from the instructor and plenty of playing time. $115† includes $15 fee.  
Prerequisite: AHC 321 Advanced Beginning Tennis or permission from instructor.  
Note: Geared toward National Tennis Rating of 3-3.5. In the event of rain, class will be rescheduled.  
Sec. 201 5 sessions Arnold campus  
Th 6:30-8:30 pm April 14-May 12 Rachel Keel

**ALL AROUND THE HOUSE**

**WOI 375**  
**NEW**  
**I Can Fix It: Hang It Up!**  
Learn the basics of home carpentry and hand tool safety. Practice with hand tools that are used to cut wood, install shoe molding, hang shelving and cabinets. $44† includes $20 fee.  
Sec. 201 1 session Arnold campus  
W 7-9 pm April 7 Jo Ellen Stinchcomb-Soesbee

**WOI 376**  
**NEW**  
**I Can Fix It: Plumbing**  
Learn how to install new faucets, showerheads and sinks, and how to repair leaky faucets. Review toilet construction and installation. $44† includes $20 fee.  
Sec. 201 1 session Arnold campus  
W 7-9 pm April 6 Jo Ellen Stinchcomb-Soesbee

**WMI 315**  
**I Can Fix It: Carpentry**  
Learn the basics of home carpentry and hand tool safety. Practice with hand tools that are used to cut wood, install shoe molding, hang shelving and cabinets. $44† includes $20 fee.  
Sec. 201 1 session CATN  
W 7-9 pm April 13 Jo Ellen Stinchcomb-Soesbee

**WMI 313**  
**NEW**  
**I Can Fix It: Hang It Up!**  
Learn basic carpentry and hand tool safety. Practice with hand tools that are used to cut wood, install shoe molding, hang shelves and cabinets. $44† includes $20 fee.  
Sec. 201 1 session Arnold campus  
W 7-9 pm April 7 Jo Ellen Stinchcomb-Soesbee

**THA 331**  
**Get Funny**  
Learn from an experienced comedy writer and actor about myriad sources of humor. Write one-liners, use physical humor and find ways to target your audience. Incorporate humor into your life by mixing laughter with learning, putting people at ease and creating good will. $100† includes $72 fee.  
Note: Online course. Offered in partnership with ed2go.  
Sec. 201 April 13-June 3 ONLN EDGO Joanna Sandmark  
Sec. 202 May 18-July 8 ONLN EDGO Joanna Sandmark

**THEATER**

**THT 310**  
**NEW**  
**The Business of Voiceovers**  
Examine career opportunities in doing voiceovers. Identify avenues for full- and part-time employment. Outline ways to receive voiceover training and strategies for self-marketing. Participate in a mock voiceover and receive instructor feedback. $32† includes $7 fee.  
Sec. 201 1 session Arnold campus  
W 6:30-9 pm April 20 Dan Levine

**THA 331**  
**Get Funny**  
Learn from an experienced comedy writer and actor about myriad sources of humor. Write one-liners, use physical humor and find ways to target your audience. Incorporate humor into your life by mixing laughter with learning, putting people at ease and creating good will. $100† includes $72 fee.  
Note: Online course. Offered in partnership with ed2go.  
Sec. 201 April 13-June 3 ONLN EDGO Joanna Sandmark  
Sec. 202 May 18-July 8 ONLN EDGO Joanna Sandmark

**WOMEN’S INSTITUTE**

The following courses are offered through AACC’s Women’s Institute which was established to enrich and empower women. For information, visit www.aacc.edu/women.
BUSINESS AND FINANCE

WOI 389 NEW BRAND YOURSELF FOR SUCCESS
Create a personal brand that means business! Use simple exercises to develop a personal brand. Explore successful brands and learn to apply elements to a personal brand. Identify social media strategies to enhance a brand. $35† includes $7 fee.

Note: Students must log in every Tuesday from 7-8 p.m.

Sec. 201 April 5-12 ONLINE WBO Lorian Lipton

WOI 399 HOW TO BLOG
Examine the setup and maintenance of a blog using WordPress. Explore blog design, themes and ways to personalize. Set up a blog and practice content writing skills. Discuss building readership and interaction. $67† includes $17 fee.

Sec. 201 2 sessions Arnold campus
Th 6:30-9 pm April 7-14 Lorian Lipton

WIS 328 STARTING A CRAFT BUSINESS
Develop marketing strategies and identify selling channels to turn your craft into a profitable business. Examine brand essentials, telling your story, utilizing social and traditional media, selling online and attending craft shows. Explore wholesale and pricing strategies. $55† includes $7 fee.

Sec. 201 1 session Arnold campus
Sa 9 am-12:30 pm April 9 Kathleen McCarthy-Quiroz

WIS 301 BECOME A VIRTUAL ASSISTANT
Begin a professional administrative business from the comfort of your home. Identify the wide variety of available opportunities and the skills and equipment necessary to start. Explore marketing and client retention. $37 includes $12 fee.

Sec. 201 1 session Arnold campus
Sa 9-10 am-1 pm April 9 Morgan Straw

WIS 399 A BEGINNER’S GUIDE TO GETTING PUBLISHED
Discover essential tools for gaining credibility in the publishing world. Learn how to format your work, identify effective literary agents and choose a publisher. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Leeanne Krusemark
Sec. 202 May 18-July 8 ONLINE EDGO Leeanne Krusemark

WIS 398 SMALL BUSINESS MARKETING ON A SHOESTRING
Discover small-business marketing strategies that are free or require only a small outlay of funds. Explore ways to help you attract attention, woo your target audience, grow your customer base and expand your profits. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Glynns Thomas
Sec. 202 May 18-July 8 ONLINE EDGO Glynns Thomas

WOI 373 NEW RÉSUMÉ IN A DAY
Create a résumé to target job opportunities. Explore résumé fundamentals. Identify strategies used by employers to identify potential candidates for interviews. Complete a self-inventory, highlight accomplishments and complete résumé. Discover ways to customize for applications. $42 includes $7 fee.

Sec. 201 1 session Arnold campus
Sa 9-10 am-1 pm April 9 Alison Kelly

WIN 334 PRODUCE INCOME FOR RETIREMENT
Learn about IRA rollovers and annuities, investing for income and computing Social Security benefits and mandatory distributions from retirement accounts. Calculate and plan for retirement income needs. Designed for women planning to retire within 10 years. $57 includes $7 fee.

Sec. 201 3 sessions Arnold campus
MW 7-9 pm May 10-24

CREATIVE PURSUITS

WNI 332 NEW STRIPS TO PLACEMATS
Develop sewing skills by assembling four placemats. Practice rotary cutting skills and create a set of fabric strips. Arrange strips in a design and sew. Complete placemats with batting and backing fabric. $70† includes $22 fee.

Prerequisite: WNI 336 So Simple Sewing.

Sec. 201 2 sessions Arnold campus
Tu 7-9 pm April 5-12 Pauline Senk

WMN 386 INTRODUCTION TO CROCHETING
Learn about crochet stitches and supplies, including threads, yarns, hooks and patterns. Practice making a crochet purse. Take home your finished work. $76† includes $22 fee.

Sec. 201 3 sessions Arnold campus
Th 7-8:30 pm April 7-21 Karen Schwartz-McGady

WIS 338 NEW SIMPLE SEWING ALTERATIONS
Learn economical ways to do basic alterations on clothing at home. Practice changing sleeve length, updating a collar and taking in and letting out used clothing. Hire a variety of fabrics. $56† includes $20 fee.

Note: Additional alteration information at class request.

Sec. 201 1 session Arnold campus
Sa 9 am-noon April 9 Pauline Senk

WMN 360 GLASS PAINTING
Learn special techniques for painting glass using oven-curing paints. Decorate and take home the glass items provided. $57† includes $27 fee.

Note: Students will decorate two wine glasses.

Sec. 201 1 session Arnold campus
M 7-9 pm April 11 Elizabeth Sork

WOM 390 NEW INTRODUCTION TO BEADING
Learn the basics of making beaded jewelry; create a necklace, earrings and a bracelet. Identify tools and supplies, and practice basic techniques of stringing and wirework. Explore elements of design and color choice. $57† includes $27 fee.

Sec. 201 1 session Arnold campus
W 6:30-9 pm April 13 Lori Manoogian

WOI 367 NEW INTRODUCTION TO ZENTANGLE
Discover an easy-to-learn drawing technique that inspires creativity and develops mindfulness. Combine simple, repetitive drawing strokes into “tangles” to create beautiful, personalized patterns. $47† includes $17 fee.

Sec. 201 1 session Arnold campus
Tu 6:30-9 pm April 19 Lori Manoogian

WNI 360 NEW STARTING A BUSINESS IN HEALTH AND HEALING
Identify the building blocks to start a holistic and integrative health business. Explore options in the field and startup finances. Outline steps to develop a successful business plan. Review sample documents and worksheets. $66 includes $43 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Glynns Thomas
Sec. 202 May 18-July 8 ONLINE EDGO Glynns Thomas

WMI 314 I CAN FIX IT: ELECTRICITY
Learn how to check and replace a wall receptacle, replace a wall switch, rewire a lamp and install a ceiling fixture. Determine the tools needed and review electrical safety. $66 includes $43 fee.

Sec. 201 1 session Arnold campus
W 7-9 pm May 11 Jo Ellen Stinchcomb-Soesbee

WOMEN’S INSTITUTE

NEW
NEW

WOI 348

Wire Wrapped Pendant
Use advanced wire wrapping techniques to create a square wire caged pendant. Practice wrapping skills using square and half round wire around a cabochon or sea glass. Use knotting techniques to hang completed pendant from silk cording. $46† includes $22 fee.

Sec. 201 1 session
Th 7-9 pm  May 5  Lori Manoogian

WOM 307

Birdwatching
Discover the pleasures of birdwatching. Learn about bird structure and behavior, and ways to identify individual birds. Practice what you’ve learned on a Saturday field trip. Receive information about the best local birding sites. $60† includes $12 fee.

Sec. 201 2 sessions
Th 7-9 pm  May 5  Stacy Epperson
Sa 8-10 am  May 7

WOI 333

Build a Free Little Library Box
Assemble and decorate a wooden Little Free Library box for your neighborhood. Discuss how the box is displayed and utilized. Examine design plans and instructions. Use hand tools for construction and personalize. $46† includes $22 fee.

Sec. 201 1 session
W 7-9 pm  May 4  Jo Ellen Stinchcomb Soesbeeb

NEW

WIS 368

Wire Wrapped Jewelry: Bracelet
Create a unique bracelet using wire wrapped components. Practice basic bead wire wrapping; design the wire wrap for unique beads. Using wire techniques, create a bracelet clasp. Combine all components and attach clasp for finished look. $46† includes $22 fee.

Sec. 201 1 session
M 7-9 pm  May 16  Lori Manoogian

NEW

WOI 378

Genealogy: Research Your Family Tree
Explore introductory genealogy utilizing a variety of search methods. Identify strategies for examining family archives and conducting family interviews. Outline primary and secondary genealogy. Discuss breaking through dead ends, compare hoaxes to useful sites and learn family tree formats. $89† includes $17 fee.

Sec. 201 4 sessions
M 7-8:30 pm  May 2-23  Connie Sparrow

WMI 329

Conscious Breathing for Health
Learn how conscious breathing can reduce stress, anxiety and pain sensations. Practice simple breathing techniques in class and examine ways to incorporate them into everyday life. $31† includes $7 fee.

Sec. 201 1 session
Th 7-9 pm  May 12

NEW

WOM 336

So Simple Sewing
Learn (or relearn) how to use a sewing machine. Identify the major parts of a sewing machine, practice threading the machine and bobbin, and discuss sewing safety. Sew two projects in class. $73† includes $27 fee.

Note: Students will complete two fabric containers.

Sec. 201 2 sessions
Th 7-9 pm  May 10-17  Sue Westenburger

WOMEN’S WELLNESS

NEW

WNI 333

Yoga Boot Camp
Combine the mind-body connection of yoga with the cardiovascular benefits of boot camp. Begin with yoga, then integrate boot camp exercise. Develop increased energy, improve balance and reduce stress in this workout system. $87† includes $12 fee.

Sec. 201 6 sessions
W 6:30-7:30 pm  April 6-May 11  Pam Blum

WIS 397

Makeup Application Just for You
Discover the most flattering makeup application for your facial features. Explore basic skin structure and analysis. Examine makeup tools and supplies. Assess facial characteristics and outline personalized makeup techniques. $56† includes $32 fee.

Sec. 201 1 session
Th 7-9 pm  April 14  Donna Brown

NEW

WOI 395

Illuminated Alphabet Zentangle® Style
Use Zentangle® drawing techniques to create a framed, illuminated art piece. Explore a history of illuminated letter art then stamp a letter onto a drawn grid. Develop design using border and filler Zentangles. Add finishing touches and frame. Develop increased energy, improve balance and reduce stress in this workout system. $87† includes $12 fee.

Prerequisite: WOI 367 Introduction to Zentangle®. Bring lot to class.

Sec. 201 2 sessions
Tu 7-8:30 pm  May 10-17  Patricia Euler

NEW

WOI 362

Personalized Painted Pet Food Mat
Create a one-of-a-kind pet food mat using basic floorcloth painting skills. Identify project supplies. Practice a variety of techniques to decorate the mat including striping, stenciling and stamping. $57† includes $27 fee.

Sec. 201 1 session
Sa 10 am-12:30 pm  May 14

WORLD LANGUAGES

Sample a new language in a 10- to 20-hour course. Both face-to-face and online formats are offered.

ARABIC

LAN 356

Basic Arabic 2
Strengthen Arabic pronunciation and expand vocabulary. Textbook information available at AACC Bookstore. $86 includes $16 fee.

Prerequisite: LAN 353 Basic Arabic.

Sec. 201 5 sessions
W 7-9 pm  April 20-May 18  Rebecca Bene

CHINESE

LAN 345

Basic Chinese 2
Strengthen Chinese pronunciation and expand vocabulary. Textbook information available at AACC Bookstore. $86 includes $16 fee.

Prerequisite: LAN 343 Basic Chinese.

Sec. 201 5 sessions
W 7-9 pm  April 27-May 25  Warran Jarvis

FRENCH

LAN 328

Basic French
Sample the French language. Learn how to ask directions, order from a menu and shop in French. $86 includes $16 fee.

Sec. 201 5 sessions
W 7-9 pm  April 13-May 11  Nathalie Davis-Haslbeck

LAN 351

Speed French
Learn common words and phrases for leisure and business. Provides phonetic spelling for every word and phrase you need to learn. Hear and practice the language with little more than a click of your mouse! $145 includes $72 fee.

Note: Online course. Offered in partnership with e2go.

Sec. 201  April 13-June 3  ONLN EDGO  Amy Page
Sec. 202  May 18-July 8  ONLN EDGO  Amy Page

LGE 372

Beginning French 2
Expand knowledge of French grammatical structures. Learn phrases, idiomatic expressions and the ability to ask and answer questions. Discuss reading and translations. Textbook information available at AACC Bookstore. CEUs awarded. $167 includes $7 fee.

Prerequisite: LGE 369 Beginning French 1 or permission of instructor.

Sec. 201 8 sessions
M 7-9:30 pm  April 18-June 13  Sophie Grzychko
WORLD LANGUAGES

GERMAN

LAN 362
Advanced German Literature
Read and discuss German literature. $147 includes $7 fee.
Prerequisite: LAN 331 Basic German.
Sec. 201 10 sessions Arnold campus
W noon-2 pm April 13-June 15 Talkie Macfarland

LAN 332
Basic German: Customs and Culture
Sample the German language. Learn how to greet people, obtain directions and order meals as you learn about German culture. $86 includes $16 fee.
Sec. 201 5 sessions Arnold campus
Tu 7-9 pm April 26-May 24 William Doolan

LAN 354
Basic German 2
Strengthen German pronunciation and expand vocabulary. $86 includes $16 fee.
Prerequisite: LAN 331 Basic German.
Sec. 201 5 sessions Arnold campus
W 7-9 pm April 27-May 25 William Doolan

ITALIAN

LAN 369
Italian Conversation 2
Build on vocabulary, comprehension and conversational skills gained in Conversational Italian. Participate in free-flowing conversations in a small group setting. Textbook information available at the AACC bookstore. $147 includes $7 fee.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 12-June 14 Lucia Paterniti

LAN 350
Speed Italian
Learn Italian from the comfort of your home. Also learn about Italian culture to gain a better understanding of the Italian people. $145 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Robert Bertoldi
Sec. 202 May 18-July 8 ONLN EDGO Robert Bertoldi

LAN 366
Beginning Italian 2
Strengthen pronunciation and grammar and expand vocabulary. Learn phrases and idiomatic expressions, plus the ability to ask and answer simple questions. Textbook information available at AACC Bookstore. CEUs awarded. $165 includes $7 fee.
Prerequisite: LGA 386 Beginning Italian or permission from the instructor.
Sec. 201 10 sessions Arnold campus
Th 7-9 pm April 26-June 23 Lucia Paterniti

LAN 340
Speed Japanese
Explore the culture of Japan while learning basic conversational skills, phrases and words using the English alphabet. $145 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Ririko Mayashi
Sec. 202 May 18-July 8 ONLN EDGO Ririko Mayashi

RUSSIAN

LAN 370
Beginning Russian 2
Continue building on Russian grammatical proficiency. Expand vocabulary, strengthen pronunciation, and refine writing and listening skills in the Russian language. Textbook information available at AACC bookstore. $147 includes $7 fee.
Prerequisite: LAN 394 Advanced Spanish or instructor permission.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 7-June 9 Irina Orlova

LAN 303
Speed Spanish 2
Enhance your comfort level in Spanish-speaking situations using new speaking strategies. Make significant progress toward fluency. $145 includes $72 fee.
Prerequisite: LAN 394 Advanced Spanish.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Dan Mikels
Sec. 202 May 18-July 8 ONLN EDGO Dan Mikels

LAN 345
Advanced Spanish Literature
Read and discuss the main idea, theme, author and cultural relevance of a selected piece of Spanish literature. The class will be conducted in Spanish. $147 includes $7 fee.
Prerequisite: LGA 394 Advanced Spanish or instructor permission.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 5-June 7 Jessica Jackson

LAN 363
Advanced Spanish 2
Sharpen pronunciation and comprehension skills using more specific and complex expressions. Learn to use the language in various real contexts and situations. Discuss topics including society, economics, history and literature in Spain and Latin America. $147 includes $7 fee.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 5-June 7 Linda Paez

SPANISH

LAN 368
Advanced Spanish Literature
Read and discuss the main idea, theme, author and cultural relevance of a selected piece of Spanish literature. The class will be conducted in Spanish. $147 includes $7 fee.
Prerequisite: LGA 394 Advanced Spanish or instructor permission.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 5-June 7 Jessica Jackson

LAN 349
Speed Spanish 3
Master your ability to speak, understand and read Spanish by taking the final installment in this unique three-part Speed Spanish learning series. $145 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Dan Mikels
Sec. 202 May 18-July 8 ONLN EDGO Dan Mikels

LAN 314
Speed Spanish
Learn six easy methods for combining Spanish words to make conversational sentences. $145 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Dan Mikels
Sec. 202 May 18-July 8 ONLN EDGO Dan Mikels

LAN 340
Spanish for Travelers
Examine and recite the most common conversational phrases used by tourists traveling to a Spanish-speaking destination. Practice simple vocabulary for greetings, dining, driving, numbers and time. $87† includes $16 fee.
Sec. 201 4 sessions Arnold campus
M 7-9 pm April 4-25 Rebecca Bene

LAN 365
Intermediate Spanish 1
Review basic grammatical structures and build on beginning Spanish language skills through reading, conversation and writing exercises. Explore Hispanic culture in the Americas through language practice. $147 includes $7 fee.
Sec. 201 10 sessions Arnold campus
Tu 7-9 pm April 12-June 14 Mara Fitch
WRG 365
Write Like a Pro
Under the guidance of a professional Hollywood writer, learn how to use a story outline to “blueprint” a structure for any story. Explore how to develop a concept, theme, foundation, logical progression and consistent style. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Steve Alcorn
Sec. 202 May 18-July 8 ONLINE EDGO Steve Alcorn

WRG 378
Beginning Writer’s Skills
Improve your creative writing through expert advice and in-depth, hands-on exercise. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Ann Linquist
Sec. 202 May 18-July 8 ONLINE EDGO Ann Linquist

WRI 315
Writing Essentials
Master the essentials of writing. Learn the skills to excel at business communications, online correspondence and creative literary endeavors. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Linda Aksomitis
Sec. 202 May 18-July 8 ONLINE EDGO Linda Aksomitis

DLC 344
Research Methods for Writers
Efficiently and effectively conduct research for fiction, nonfiction, business, term papers and dissertations. Learn how to identify and access numerous information sources. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Jacquelyn Landis
Sec. 202 May 18-July 8 ONLINE EDGO Jacquelyn Landis

WRG 364
The Keys to Effective Editing
Learn the fundamentals of top-notch editing of fiction and nonfiction. Develop essential self-editing tools. Explore how to edit for grammar, style and tone as well as productive ways to interact with writers. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Jacquelyn Landis
Sec. 202 May 18-July 8 ONLINE EDGO Jacquelyn Landis

WRI 327
Writerific-Creativity Training for Writers
Banish writer’s block with tricks from the published writer’s toolbox. Writerific liberates the inventive bolts of genius. Discover ways to unearth your writer’s voice. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Eva Shaw
Sec. 202 May 18-July 8 ONLINE EDGO Eva Shaw

WRG 355
Your First Novel: Getting Started
Examine techniques to develop a story from an aspiring idea to a published novel. Complete beginning chapters of your writing project and a detailed plan for completion. Discuss publishing options. $119 includes $7 fee.
Sec. 201 8 sessions AMIL
M 6:30-8:30 pm April 4-May 23 Jillian Ulrich

WRI 354
Writing for the Internet
Explore techniques for Internet writing. Examine effective methods to write and edit a Web article, blog post, social media post or business email. Compare Internet writing with other forms of publishing. $77 includes $7 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 5 sessions Arnold campus
Tu 6:30-8:30 pm April 12-May 10 Kelsey Casselbury

DLC 317
Fundamentals of Technical Writing
Learn skills to succeed in the field of technical writing. Explore technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques. $127 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Janet Underwood
Sec. 202 May 18-July 8 ONLINE EDGO Janet Underwood

DLC 329
Introduction to Journalling
Learn all the elements for writing a script including how to write a solid first draft with emphasis on structure, character development and dialogue. Discuss marketing and selling a screenplay. $100† includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Cheryl Simpson
Sec. 202 May 18-July 8 ONLINE EDGO Cheryl Simpson

THT 308
Introduction to Screenwriting
Turn dreams into bylines and move toward a bright future as a magazine writer. For determined new writers, this class can help provide the skills needed to get published. $100† includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO William Rabin
Sec. 202 May 18-July 8 ONLINE EDGO William Rabin

WRG 337
The Craft of Magazine Writing
Explore the changing world of children’s literature and the ability to ask and answer questions. Discuss reading and translations. Textbook information available at AACC Bookstore. CEUs awarded. $167 includes $7 fee.
Prerequisite: LGE 380 Beginning Spanish 1.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 10 sessions Arnold campus
Th 7:30-9:55 pm April 21-June 23 Linda Paez
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Note</th>
<th>Section Dates</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>WRG 361</td>
<td>Mystery Writing</td>
<td>Use vivid examples from today’s bestselling mystery novels to learn the techniques you need to become a successful author. Develop original story and then brainstorm with the instructor and fellow students. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Steve Alcorn&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Steve Alcorn</td>
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<tr>
<td>WRG 363</td>
<td>Effective Business Writing</td>
<td>Identify and eliminate problem areas in writing. Learn the secret for developing powerful and compelling written documents. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Ann Linquist&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Ann Linquist</td>
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<tr>
<td>WRG 385</td>
<td>Write Your Life Story</td>
<td>Learn how to create and distribute an inspirational and professional autobiography for family, friends and others. Discover how to share secrets and successes and better understand yourself. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Eva Shaw&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Eva Shaw</td>
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<td>WRI 310</td>
<td>Write and Publish a Nonfiction Book</td>
<td>Learn how to plan, research, write, edit and publish nonfiction works. Choose topics, write query letters and pursue a variety of nontraditional publishing options. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Lisa Adams&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Lisa Adams</td>
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<td>WRI 326</td>
<td>Travel Writing</td>
<td>Explore the world for fun and profit as a travel writer. Write about the exotic lands half a world away or what's happening in your own home or backyard. Discover ways to sell your experiences in articles or in travel books. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Ann Linquist&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Ann Linquist</td>
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<tr>
<td>WRI 328</td>
<td>Writing Young Adult Fiction</td>
<td>Develop a comprehensive set of skills to write young adult fiction. Use a step-by-step method to examine plot structure, create realistic teen dialogue and develop exciting action scenes. Discuss best-selling books and how get published. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Steve Alcorn&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Steve Alcorn</td>
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<tr>
<td>WRI 351</td>
<td>Romance Writing</td>
<td>Explore an overview of the genre including a look at romance writing “classics.” Examine and outline essential elements of romance writing, focusing on reader interest. Identify reader profile. Review the fundamentals of fiction writing. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Priscilla Kissinger&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Priscilla Kissinger</td>
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<td>WRI 353</td>
<td>Autobiographical Writing Techniques</td>
<td>Explore the approaches, purposes and goals of autobiographical writing. Develop effective autobiographical writing skills in both a lecture and workshop environment. $77 includes $7 fee.</td>
<td>Sec. 201 5 sessions Arnold campus&lt;br&gt;Th 7-9 pm April 21-May 19 Nicole Schultheis</td>
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<tr>
<td>WRI 336</td>
<td>How to Make Money from Your Writing</td>
<td>Explore the essential elements for successful publication. Analyze the strategies of successful writers. Learn research and self-editing techniques. Discover the wide variety of publishing opportunities. Discuss the roles of agents and editors as well as legal issues to consider. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Eva Shaw&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Eva Shaw</td>
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<tr>
<td>WRI 337</td>
<td>Publish and Sell Your E-Books</td>
<td>Outline steps to successfully publish an e-book. Explore the history of the development of e-books, manuscript editing, and organization and preparation for publishing. Discuss publishing and marketing choices and the essentials of the decision making process. $100 includes $72 fee. Note: Online course. Offered in partnership with ed2go.</td>
<td>Sec. 201 April 13-June 3  ONLN EDGO Linda Aksomitis&lt;br&gt;Sec. 202 May 18-July 8  ONLN EDGO Linda Aksomitis</td>
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ADULT BASIC SKILLS (ABS)

ABS classes are designed for students who do not have a high school diploma and need to review and improve basic skills in math, science, social studies and reading through language arts. Students in ABS classes may be referred to the GED Ready™ practice test or the Math Test Preparation class once qualifying scores have been achieved.

To be eligible for FREE ABS classes, students must be 17 years or older and officially withdrawn from high school. Call 410-777-1823 to schedule an appointment for an orientation prior to starting class.

For information about Adult Basic Skills and the Mathematical Reasoning for the GED® Test classes, visit www.aacc.edu/basicskills or call 410-777-1823.

ANNE ARUNDEL COMMUNITY COLLEGE
101 College Parkway, Arnold, MD 21012
6-8:30 p.m. Tuesday/Thursday

GLEN BURNIE TOWN CENTER, ARUNDEL CENTER NORTH
101 Crain Highway N., Glen Burnie, MD 21061
9:30 a.m.-12:30 p.m. Monday/Wednesday
6-8:30 p.m. Monday/Wednesday
(for non-native speakers of English)
6-8:30 p.m. Monday/Wednesday
9:30 a.m.-12:30 p.m. Tuesday/Thursday
6-8:30 p.m. Tuesday/Thursday

MOUNT OLIVE COMMUNITY LIFE CENTER
2 Hicks Ave., Annapolis, MD 21401
9:30 a.m.-12:30 p.m. Tuesday/Thursday
6-8:30 p.m. Tuesday/Thursday

NORTH COUNTY HIGH SCHOOL
10 E. First Ave., Glen Burnie, MD 21061
6-8:30 p.m. Monday/Wednesday

SALES AND SERVICE TRAINING CENTER
AT ARUNDEL MILLS
7000 Arundel Mills Circle, Hanover, MD 21076
9:30 a.m.-12:30 p.m. Monday/Wednesday
6-8:30 p.m. Monday/Wednesday
6-8:30 p.m. Tuesday/Thursday
9 a.m.-1 p.m. Saturday

STANTON COMMUNITY CENTER
92 W. Washington St., Annapolis, MD 21401
9:30 a.m.-12:30 p.m. Tuesday/Thursday
6-8:30 p.m. Tuesday/Thursday

ODENTON REGIONAL LIBRARY
1325 Annapolis Road, Odenton, MD 21113
6-8:30 p.m. Tuesday/Thursday

GENERAL EDUCATIONAL DEVELOPMENT (GED)

GED READY™
This practice test is an excellent predictor of your readiness to take the GED® Test. Call 410-777-1823 for information.

MATHEMATICAL REASONING FOR THE GED® TEST
This math class is specifically designed to review math skills needed for the GED® test. Topics include algebra, geometry, strategies for test taking, and important information on post-secondary education and career options.

These classes are funded by a grant from Maryland Literacy Works and the U.S. Department of Education.

I-PATHWAYS
Are you a self-motivated, independent learner? Do you need a flexible schedule that allows you to study anytime? Do you have regular access to the Internet? If you answered yes to these three questions, call 410-777-1823 and ask about I-Pathways. To determine eligibility, students must attend an orientation session.

The total cost of this project is $551,173 of which 45 percent ($246,494) is funded through the U.S. Department of Education, 35 percent ($194,444) is funded through the state of Maryland Department of Labor, Licensing and Regulation and 20 percent ($110,235) is supported by Anne Arundel Community College.
### COLLEGE PREPARATION

#### GENERAL COLLEGE PREPARATION

**SKL 328**
**Math Placement Test Preparation**
Program designed for students seeking to retake the community college math placement test. Emphasis is on fast-paced intensive review of algebra. Topics include algebraic fractions, linear and quadratic equations, radicals, roots and more. CEUs awarded. $51 includes $7 fee.

Prerequisite: Students must take college placement test first at testing center. Prior knowledge of algebra 1 and 2 required.

Note: One hundred percent attendance required of students seeking to retake the college placement test.

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<th>Section</th>
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<tr>
<td>Sec. 201</td>
<td>April 11-14</td>
<td>AMIL</td>
<td>Ben Sellers</td>
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<td>Sec. 202</td>
<td>April 13-18</td>
<td>Arnold campus</td>
<td>Scott Hatch</td>
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<tr>
<td>Sec. 203</td>
<td>April 19-24</td>
<td>GBTC</td>
<td>Scott Hatch</td>
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**SKL 343**
**Introduction to Algebra**
Improve algebra problem-solving skills and learn how algebra applies to many aspects of daily life. Through study that integrates algebra with other disciplines, prepare for the college SAT exam and for the mathematics entrance exam at AACC. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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<td>Sec. 201</td>
<td>April 13-June 3</td>
<td>ONLN EDGO</td>
<td>Sharon Daniels</td>
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<td>Sec. 202</td>
<td>May 18-July 8</td>
<td>ONLN EDGO</td>
<td>Sharon Daniels</td>
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**SKL 352**
**SAT/ACT Preparation: Quantitative**
Refresh your knowledge of math topics and learn test-taking techniques. Review arithmetic, algebra, geometry, trigonometry and statistics as well as strategies for answering the student-produced response questions on the SAT. Textbook information available at AACC Bookstore. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go. Students must purchase “The Official SAT Study Guide for the New SAT” (College Board) 2009 edition recommended or the “Real ACT Prep Guide” (Peterson’s).

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<td>May 18-July 8</td>
<td>ONLN EDGO</td>
<td>Scott Hatch</td>
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**SKL 354**
**Introduction to Statistics**
Learn ways to visualize and measure relationships in data as well as make forecasts and predictions. Use a variety of real data to grasp the basics of statistical inference and what it means to be statistically significant. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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**SKL 358**
**Comprehensive English Preparation for the SAT**
Prepare for the College Board’s 2016 SAT through intensive, focused practice. Practice critical reading and writing skills. Develop progressive vocabulary and essay building. Review test-taking strategies and time management tips. Textbook information available at AACC Bookstore. $139 includes $7 fee.

Note: Take textbook to first session of class.

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<th>Instructor</th>
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<tr>
<td>Sec. 201</td>
<td>April 23-May 28</td>
<td>Patrick Heline</td>
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**SKL 359**
**Comprehensive Math Preparation for the SAT**
Prepare for the College Board’s 2016 SAT through intensive, focused practice. Practice and review concepts in algebra, geometry, logical problem solving, statistics, algebra II and trigonometry. Review test-taking strategies and time management tips. Textbook information available at AACC Bookstore. $139 includes $7 fee.

Note: Take textbook to first session of class.

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### COLLEGE PREPARATION

#### GRADUATE-LEVEL PREPARATION

**DLC 320**
**GRE Preparation – Verbal and Analytical**
Examine Graduate Record Exam questions dealing with reading comprehension, analogies, sentence completion, antonyms and logical and analytical reasoning. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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**DLC 321**
**GRE Preparation – Quantitative**
Review math and logic techniques for tackling the quantitative comparison, discrete quantitative and data interpretation questions in the math section of the GRE. Learn time-saving skills. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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**DLC 332**
**LSAT Preparation – Part 1**
Discuss law school entrance procedures, survival techniques, test-taking skills, analytical reasoning and drafting diagrams in this first course of a two-part series. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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**DLC 333**
**LSAT Preparation – Part 2**
Discuss reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers and proven approaches for selecting the correct answer. $100 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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**OBS 508**
**GMAT Preparation**
Prepare to take the Graduate Management Admission Test (GMAT) with this comprehensive review. Learn test-taking and time-saving techniques, along with critical-thinking skills. Practice using real tests. CEUs awarded, $152 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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</table>
ENGLISH AS A SECOND LANGUAGE

AACC offers a comprehensive ESL program with a variety of courses at the beginning, intermediate, high intermediate, advanced and capstone levels. Courses are designed to provide students with the English language skills they need for success at work, in the community or for academic purposes. For information, call the ESL office 410-777-2901 or visit www.aacc.edu/esl.

INFORMATION FOR NEW STUDENTS

New students must:
Submit an application to the admissions office.
Take the ESL placement test.
Get advice about ESL courses.
Register for courses.
Pay tuition.

ESL PLACEMENT TEST

The ESL placement test is offered at the following locations:

AACC at Arundel Mills
Testing Center Room 112
Call 410-777-1915 for testing hours.

Arnold campus
Testing Center, Student Union Building Room 240
Call 410-777-2375 for testing hours.

Glen Burnie Town Center
Testing Center Room 208
Call 410-777-2906 for testing hours.

Students must bring an official ID with a photograph and signature to the testing center.

ENGLISH BASIC SKILLS

The English Basic Skills courses are for students who are just beginning to study English. These classes integrate listening, speaking, reading and writing skills. Students develop English language skills for everyday life.

For more information, call the ESL office at 410-777-2901 or visit www.aacc.edu/esl.

ESL ADVISING AND REGISTRATION

Advising and registration services for ESL courses are available at the following locations:

AACC at Arundel Mills
Student Services Center
8:30 a.m.-8 p.m. Monday-Thursday
8:30 a.m.-4:30 p.m. Friday

Arnold campus
ESL Office, Johnson Building Room 206
8:30 a.m.-5 p.m. Monday-Friday
Student Services Center, First Floor
8:30 a.m.-8 p.m. Monday-Thursday
8:30 a.m.-4:30 p.m. Friday

Fort Meade
Call 301-677-6421 for appointment and location. Military ID required.

Glen Burnie Town Center
 ES Office, Johnson Building Room 206
8:30 a.m.-8 p.m. Monday-Thursday
8:30 a.m.-4:30 p.m. Friday

For information about ESL advising and registration, call the ESL office at 410-777-2901.

TUITION

Tuition costs include registration fees. Cash, check, ATM, and American Express, Discover, Visa or MasterCard accepted. For information, call the ESL office at 410-777-2901.

ENGLISH FOR ACADEMIC PURPOSES

AACC has designed this program in order to effectively transition ESL students into college credit courses. All students will be placed into the program based on their LOEP placement scores and writing samples. For information, call the ESL office at 410-777-2901 or visit www.aacc.edu/esl.

(45-hour classes)

U.S. citizens and permanent U.S. immigrants who are:
Residents of Anne Arundel County: $247.
Residents of other Maryland counties: $257.
Residents of other states: $512.
Non U.S. citizens and nonimmigrants: $512.

For information regarding a continuing education certificate in English for Academic Purposes, see pages 76-81.

The total cost of this project is $551,173 of which 45 percent ($246,494) is funded through the U.S. Department of Education, 35 percent ($194,444) is funded through the state of Maryland Department of Labor, Licensing and Regulation and 20 percent ($110,235) is supported by Anne Arundel Community College.
ENGLISH AS A SECOND LANGUAGE

ENGLISH FOR ACADEMIC PURPOSES

For information regarding a continuing education certificate in English for Academic Purposes, see pages 76-81.

ESL 301
Beginning English Grammar
Learn how to form and communicate ideas in the present, past and future tenses. Identify parts of speech, express moods, make comparisons and communicate in complete sentences. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 48 sessions Arnold campus MWF 9:30-10:30 am Jan. 20-May 9

ESL 302
Beginning Reading and Vocabulary
Build basic reading comprehension and vocabulary using print and electronic resources. Practice introductory grammar. Improve oral reading and pronunciation skills. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 10:45-11:45 am Jan. 20-May 9

ESL 303
Beginning Writing
Learn the parts of a sentence and common word patterns used in formal and informal writing. Brainstorm, write and rewrite sentences in present, past and future verb tenses. Review the rules for capitalization and punctuation. Learn to describe actions, experiences and people. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 30 sessions Arnold campus TuTh 9:45-11:15 am Jan. 21-May 10

ESL 308
Beginning Listening and Speaking
Develop speaking and listening skills for various purposes. Learn to recognize main ideas. Practice using common expressions, basic grammatical structure and vocabulary to discuss familiar topics and build fluency. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF noon-1 pm Jan. 20-May 9

ESL 311
Intermediate English Grammar
Review present, past and future tenses. Learn to express ideas in the progressive, perfect and perfect progressive tenses. Identify and use modals to express ability, permission, requests and advice. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 9:30-10:30 am Jan. 20-May 9

ESL 312
Intermediate Reading and Vocabulary
Develop reading strategies to increase comprehension of academic texts. Differentiate main ideas from supporting details. Understand and retain more vocabulary. Read longer text passages, articles and short stories. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 10:45-11:45 am Jan. 20-May 9
Sec. 202 15 sessions AMIL W 6:30-9:30 pm Jan. 20-May 4

ESL 313
Intermediate Writing
Review sentence structure and learn to write paragraphs. Utilize a five-step writing process to produce four types of paragraphs. Practice common grammatical structures and build vocabulary. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 9:30-10:30 am Jan. 20-May 9
Sec. 202 15 sessions AMIL W 6:30-9:30 pm Jan. 20-May 4
Sec. 203 Feb. 1-May 8 ONLN Sa 9 am-noon Jan. 23-May 7

ESL 314
Intermediate Listening and Speaking
Learn to communicate in a variety of situations using formal and informal grammar. Practice concrete, conceptual and idiomatic language. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus TuTh 9:45-11:15 am Jan. 21-May 10
Sec. 202 15 sessions Arnold campus Tu 6:30-9:30 pm Jan. 26-May 10

ESL 315
Advanced English Grammar
Sec. 201 45 sessions Arnold campus MWF noon-1 pm Jan. 20-May 9
Sec. 202 15 sessions Arnold campus Tu 6:30-9:30 pm Jan. 21-May 10

ESL 316
Advanced Reading and Vocabulary
Expand reading strategies to improve comprehension of longer academic texts, poetry, short stories and novels. Compare and contrast literary texts and analyze narratives. Evaluate and summarize academic sources. Develop an annotated bibliography. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 9:30-10:30 am Jan. 20-May 9
Sec. 202 15 sessions AMIL W 6:30-9:30 pm Jan. 20-May 4
Sec. 203 Feb. 1-May 8 ONLN Sa 9 am-noon Jan. 23-May 7

ESL 317
Advanced Writing
Review paragraph and essay structure. Use a five-step writing process to produce academic essays. Practice summarizing and paraphrasing information from outside sources. Learn to compare literary texts in an essay. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 30 sessions Arnold campus TuTh 9:45-11:15 am Jan. 21-May 10
Sec. 202 15 sessions Arnold campus Tu 6:30-9:30 pm Jan. 26-May 10

ESL 318
High Intermediate Reading and Vocabulary
Continue building grammar skills with present, past and future verb tenses. Practice forming comparisons using adjectives and adverbs. Expand proper usage of modals, nouns, quantifiers and articles. Begin the study of gerunds and infinitives. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF noon-1 pm Jan. 20-May 9
Sec. 202 15 sessions Arnold campus Tu 6:30-9:30 pm Jan. 21-May 10

ESL 319
High Intermediate Listening and Speaking
Learn to communicate clearly through the correct pronunciation and use of sounds, stress, rhythm and intonation. Practice pronunciation with various communicative activities. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF noon-1 pm Jan. 20-May 9
Sec. 202 15 sessions Arnold campus Th 6:30-9:30 pm Jan. 21-May 10

ESL 320
High Intermediate Writing
Review paragraph and essay structure. Use a five-step writing process to produce academic essays. Practice summarizing and paraphrasing information from outside sources. Learn to compare literary texts in an essay. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus TuTh 9:45-11:15 am Jan. 21-May 10
Sec. 202 15 sessions Arnold campus Tu 6:30-9:30 pm Jan. 26-May 10

ESL 321
High Intermediate Grammar
Continue building grammar skills with present, past and future verb tenses. Practice forming comparisons using adjectives and adverbs. Expand proper usage of modals, nouns, quantifiers and articles. Begin the study of gerunds and infinitives. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 15 sessions Arnold campus MWF 9:30-10:30 pm Jan. 20-May 9
Sec. 202 15 sessions AMIL W 6:30-9:30 pm Jan. 20-May 4

ESL 322
High Intermediate Reading
Use reading and critical thinking skills to improve comprehension of academic texts, poetry, short stories and novels. Develop proficiency in note taking skills. Improve reading rate and fluency. Expand academic vocabulary. Textbook information available at AACC Bookstore. CEUs awarded.
Sec. 201 45 sessions Arnold campus MWF 10:45-11:45 am Jan. 20-May 9
Sec. 202 15 sessions GBTC 205 Sa 9 am-noon Jan. 23-May 7

ESL 349

High Intermediate Writing

Review paragraph structure and the five elements of good writing. Produce academic paragraphs and essays using a five-step writing process. Textbook information available at AACC Bookstore. CEUs awarded.

Sec. 201 30 sessions Arnold campus
TuTh 9:45-11:15 am Jan. 20-May 9

Sec. 202 15 sessions Arnold campus
W 6:30-9:30 pm Jan. 20-May 4

ESL 387

Capstone: Grammar

Master the complex grammatical structures used in effective college-level work. Accurately use verb forms, conditionals, passive voice and adjective, adverb and noun clauses in academic writing. Use direct and indirect speech to report, summarize and paraphrase information. Textbook information available at AACC Bookstore. CEUs awarded.

Sec. 201 45 sessions Arnold campus
MWF 9:30-10:30 am Jan. 20-May 9

Sec. 202 15 sessions AMIL
W 6:30-9:30 pm Jan. 20-May 4

Sec. 203 30 sessions Arnold campus
TuTh 9:45-11:15 am Jan. 21-May 10

Sec. 204 Feb. 1-May 8 ONLN WB

ESL 389 NEW

Capstone: Reading and Vocabulary

Practice intensive and extensive reading of fiction and nonfiction academic texts. Read and think critically, applying reading strategies to improve comprehension of reading passages. Expand academic vocabulary and improve reading speed and fluency. Practice analyzing, comparing and contrasting literature. Textbook information available at AACC Bookstore. CEUs awarded.

Sec. 201 45 sessions Arnold campus
TuTh 9:45-11:15 am Jan. 21-May 10

Sec. 202 15 sessions Arnold campus
TuTh 6:30-9:30 pm Jan. 21-May 5

ESL 396

Capstone: Academic Speech and Presentations

Prepare for college academic work by honing listening, note-taking, discussion and pronunciation skills. Use technology to enhance presentations. Practice various rhetorical styles, advanced grammar and vocabulary. Textbook information available at AACC Bookstore. CEUs awarded.

Sec. 201 45 sessions Arnold campus
MWF noon-1 pm Jan. 20-May 9

Sec. 202 15 sessions Arnold campus
Tu 6:30-9:30 pm Jan. 26-May 10

ESL 399

Capstone: Academic Writing

Use a five-step writing process to produce college-level essays. Build skills in analyzing literature and writing reaction papers. Edit writing assignments for correct grammar and sentence structure. Textbook information available at AACC Bookstore. CEUs awarded.

Sec. 201 30 sessions Arnold campus
TuTh 9:45-11:15 am Jan. 21-May 10

Sec. 202 15 sessions Arnold campus
TuTh 1:15-2:30 pm Jan. 21-May 10

ESL 374 INTERACTIVE ENGLISH

Interactive English for Advanced Students 1B


Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges.

Sec. 201 12 sessions Arnold campus
MW 9:30 am-noon April 4-May 11

Sec. 202 12 sessions Arnold campus
MW 7-9:30 pm April 4-May 11

ESL TEACHER TRAINING

For information regarding a continuing education certificate in Introduction Teaching ESL, see pages 76-81.

ELL 381

ESL Teacher Practicum

Receive an orientation to English Basic Skills (EBS) classrooms and teaching. Observe, interact with and participate in an EBS classroom under the supervision of an experienced instructor. CEUs awarded. $157 includes $7 fee.

Prerequisite: ESL 380 Introduction to Teaching ESL or permission of department chair. This course does not certify participants to teach ESL in Anne Arundel County Public Schools. For registration and to establish a schedule call 410-777-2901.

Sec. 201 6 sessions Arnold campus
TuTh 9-10:30 am April 1-May 6

Note: Students must register by March 11 to establish a schedule. There is a mandatory orientation 1-2 p.m. Friday, April 1, in JOHN 108.

ESL 382

Teaching ESL/EFL Vocabulary

Discover a precise and effective way to help students learn English vocabulary. Explore different types of vocabulary and ways to assess students’ vocabulary knowledge. Discuss learning strategies that help students build their academic and technical vocabulary. CEUs awarded. $150 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Paul Nation

Sec. 202 May 18-July 8 ONLN EDGO Paul Nation

ESL 383

Teaching ESL/EFL Grammar

Examine grammar as a 3-D process that is useful in bringing coherence, cohesion and texture to writing and speech. Explore the definitions of grammar, differences between patterns and rules, and how to help students overcome grammar challenges. CEUs awarded. $150 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Diane Larsen-Freeman

Sec. 202 May 18-July 8 ONLN EDGO Diane Larsen-Freeman

ESL 384

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment. Explore effective strategies for intensive and extensive reading and improving reading comprehension and rate. Learn about assessment options. CEUs awarded. $150 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Neil Anderson

Sec. 202 May 18-July 8 ONLN EDGO Neil Anderson
ACCOUNTING AND BOOKKEEPING

For information regarding a continuing education certificate in Accounting Principles Using Technology, see pages 76-81.

ACCOUNTING FUNDAMENTALS

OBS 500
Accounting Fundamentals
Learn the basics of double-entry bookkeeping, financial reporting, and how to analyze and record financial transactions. Discuss accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. CEUs awarded. $152 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Charlene Messier
Sec. 202 May 18-July 8 ONLINE EDGO Charlene Messier

OBS 501
Accounting Fundamentals 2
Continue to build corporate accounting knowledge. Learn to analyze transactions, prepare financial reports and gain practical experience working with dividends, assets, depreciation and more. CEUs awarded. $152 includes $72 fee.
Prerequisite: OBS 500 Accounting Fundamentals.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Charlene Messier
Sec. 202 May 18-July 8 ONLINE EDGO Charlene Messier

BUSINESS EDUCATION

For information regarding a continuing education certificate in Administrative Professional and Management Professional Development, see pages 76-81.

ADMINISTRATIVE ASSISTANT

BNS 551
Administrative Assistant Fundamentals
Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. CEUs awarded. $116 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
CAP® exam not included.
Sec. 201 April 13-June 3 ONLINE EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLINE EDGO Tony Swaim

BNS 552
Administrative Assistant Applications
Learn the fundamentals of business law, ethics and operations management. Determine how to recruit, evaluate, select and train team members. CEUs awarded. $116 includes $72 fee.
Prerequisite: BNS 551 Administrative Assistant Fundamentals or equivalent experience.
Note: Online course. Offered in partnership with ed2go.
CAP® exam not included.
Sec. 201 April 13-June 3 ONLINE EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLINE EDGO Tony Swaim

MANAGEMENT AND SUPERVISION

BIS 551
Management Boot Camp
Supervisors, managers and emerging leaders improve management skills. Discover the keys for effectively managing employees. Find out how to create clear expectations, engage and motivate employees, and increase effectiveness through use of the DISC personality profile (included). CEUs awarded. $302 includes $155 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLINE LERN Sally Krauss

BIS 579
Optimizing Leadership Efficiency
Examine the relationship among governance, leadership and administration in order to minimize leadership errors. Recognize the damaging effects of certain negative behaviors on the victims, the perpetrator and the organization. CEUs awarded. $302 includes $155 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLINE LERN Henry Findlay

BIS 569
Introduction to Data Analysis
Learn how to analyze data in a business setting. Increase business productivity by analyzing collected data to determine trends and make predications. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 14-29 ONLINE LERN John Rutledge

BIS 566
Negotiation: Get What You Want
Learn how to plan, implement and win the bargaining process. Discover how to prioritize needs and clarify requests. Develop the skills to improve relationships, grow a business network and save time. Gain confidence and increase success. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 ONLINE LERN

BIS 578
Executive Leadership in the 21st Century
Analyze an organization’s external and internal environment, strengths and weaknesses in the new economy, and opportunities and threats moving forward. Learn new information, skills and tools to position an organization for success in the new economy. CEUs awarded. $402 includes $205 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 ONLINE LERN William Draves

MARKETING

BIS 539
Video Marketing
Discover how to use online video to drive traffic to a website, boost business and build brand awareness. Learn how to shoot simple, effective videos and strategically use Google and YouTube to market a business. CEUs awarded. $252 includes $130 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLINE LERN Erin Huggins

BIS 564
Introduction to Inbound Marketing
Discover how to attract customers to a website and what kind of content to share. Learn how to use landing pages and forms to collect names and email addresses. Discuss how to implement lead-nurturing campaigns that result in sales. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network (LERN).
Sec. 201 April 4-29 ONLINE LERN Suzanne Karal

MGM 503
Fundamentals of Supervision and Management
Motivate and delegate with purpose. Develop problem solving tactics and learn how to resolve conflicts in the workplace. CEUs awarded. $116 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Patricia Adesoso

BIS 551
Management Boot Camp
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Sec. 201 April 4-29 ONLINE LERN Sally Krauss

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Sec. 201 April 14-29 ONLINE LERN John Rutledge

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Sec. 201 May 2-27 ONLINE LERN

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Sec. 201 April 4-29 ONLINE LERN Erin Huggins

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Note: Online course. Offered in partnership with Learning Resources Network (LERN).
Sec. 201 April 4-29 ONLINE LERN Suzanne Karal

MGM 503
Fundamentals of Supervision and Management
Motivate and delegate with purpose. Develop problem solving tactics and learn how to resolve conflicts in the workplace. CEUs awarded. $116 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLINE EDGO Patricia Adesoso
BIS 565
**Advanced Inbound Marketing**
Learn how to monitor, measure and manage the integrated results of inbound marketing activities. Determine relevant data. Discover how to track meaningful conversions and measure visitor engagement. Gain deeper insights into user behavior. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN Dan Belhassen

BIS 563
**Content Marketing**
Discover ways to identify an ideal audience and speak their language. Learn how to create content that is engaging and purposeful. Develop a website content marketing strategy that exceeds the needs of visitors. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 May 2-27 ONLN LERN Michael Weiss

**PROJECT MANAGEMENT**

BNS 513
**Project Management Fundamentals**
Learn the difference between project management and general management, role of the project manager and the project team. Explore project phases, effective use of project management resources and references. CEUs awarded. $152 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

BNS 514
**Project Management Applications**
Continue studies, focusing on how the areas of planning and controlling the project relate to the project manager’s job. Learn about the starts of project execution and project closure within the project management cycle. CEUs awarded. $152 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

BNS 516
**PMP Certification Prep 1**
Prepare for the Project Management Institute’s prestigious PMP Certification exam. Master the first six chapters of “A Guide to the Project Management Body of Knowledge” (PMBOK Guide), the most essential resource for the exam. Textbook information available at AAC Bookstore. CEUs awarded. $182 includes $87 fee.

Note: Online course. PMBOK Guide required. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

BNS 517
**PMP Certification Prep 2**
Continue to prepare for the Project Management Institute’s PMP Certification exam by mastering chapters seven through 12 of “A Guide to the Project Management Body of Knowledge” (PMBOK Guide). Textbook information available at AAC Bookstore. CEUs awarded. $182 includes $87 fee.

Note: Online course. Offered in partnership with ed2go. PMBOK Guide required.

Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

**SALES AND CUSTOMER SERVICE**

BIS 549
**Keys to Customer Service**
Learn how to build customer service skills to powerfully impact career success as well as other areas of life. Discover ways to consistently deliver exceptional service. Develop plans for an organization or career. CEUs awarded. $152 includes $80 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN Nanette Sanders-Cobb

BIS 550
**Extraordinary Customer Service**
Develop customer service into something extraordinary with a few essential elements. Learn how to gain big results through customer service that will improve a business or organization’s bottom line. CEUs awarded. $152 includes $80 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 May 2-27 ONLN LERN Fred Bayley

**START YOUR OWN BUSINESS**

BIS 505
**Entrepreneur Boot Camp**
Identify the characteristics, knowledge and skills needed to become a successful entrepreneur. Develop goals and a plan to establish your business. Learn techniques to successfully manage a new business. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN Jodie Trana

BIS 580
**Funding Your Business**
Understand financial goals and the business’s ability to help reach those goals. Evaluate potential cash sources to support business operations. Develop a financial plan to build business through internal profits. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resource Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN Jodie Trana

BIS 504
**Starting Your Own Consulting Practice**
Explore skills assessment, pricing, contracting and marketing. Learn about business resources to help you establish and operate a consulting practice. CEUs awarded. $116 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO William Flood
**CAREER EXPLORATION**

**HIC 536 NEW**

**Explore a Career in Nursing**

Learn what it takes to become an LPN or RN. Discover the opportunities available in the nursing field. CEUs awarded. $116 includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

Sec. 201 April 13-June 3 ONLINE EDGO Phyllis Suhr

Sec. 202 May 18-July 8 ONLINE EDGO Phyllis Suhr

**HNS 511 NEW**

**Explore a Career in Medical Writing**

Gain the foundation to work as a medical writer, whether as permanent employment with a company or as a freelancer. $116 includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

Sec. 201 April 13-June 3 ONLINE EDGO Cyndie Koopsen

Sec. 202 May 18-July 8 ONLINE EDGO Cyndie Koopsen

**HTH 587**

**Explore A Career in Medical Coding**

Take your first step toward a career as a medical coder. Learn how to use the Coding Procedural Terminology (CPT) Manual and the ICD-9-CM to find medical codes for any disease, condition, treatment or surgical procedure. $116 includes $72 fee.

*Note: Online course. Offered in partnership with ed2go. Call 410-777-2970 for textbook information.*

Sec. 201 April 13-June 3 ONLINE EDGO Jennifer Della'zanna

Sec. 202 May 18-July 8 ONLINE EDGO Jennifer Della'zanna

**HTH 589**

**Explore a Career as an Administrative Medical Assistant**

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant in a doctor’s office. From appointment scheduling and chart creation to medical billing and coding, CEUs awarded. $116 includes $72 fee.

*Note: Online course. Offered in partnership with ed2go.*

Sec. 201 April 13-June 3 ONLINE EDGO Carline Balglish

Sec. 202 May 18-July 8 ONLINE EDGO Carline Balglish

**CASINO AND GAMING INDUSTRY**

**COO 366**

**Introduction to Casino Games**

Learn the basic concepts and procedures for dealing the table games blackjack, craps, roulette, minibaccarat, pai gow poker and pai gow tiles. Review licensing requirements, casino chain of command and customer service. CEUs awarded. $172 includes $17 fee.

*Note: Students are required to wear a white, button-down shirt, black dress pants and black, closed-toe shoes. Online Dealer School Orientation video recommended, [www.aacc.edu/hcat/dealerschool](http://www.aacc.edu/hcat/dealerschool).*

Sec. 201 5 sessions AMIL 003

MT uWThF 1-5 pm May 2-6

Sec. 202 5 sessions AMIL 003

MT uWThF 7:30-11:30 am May 2-6

Sec. 203 5 sessions AMIL 003

MT uWThF 6:30-10:30 pm May 2-9

Sec. 204 5 sessions AMIL 003

MT uWThF 1-5 pm May 23-27

**COO 370**

**Casino Blackjack Dealer**

Learn the fundamentals of blackjack. Review table layout, chip handling and game procedures. Practice hands-on techniques for dealing and controlling the game. Discuss the importance of good customer service skills. CEUs awarded. $677 includes $17 fee.

*Prerequisite: COO 366 Introduction to Casino Games or current dealer license.*

*Note: Students are required to wear a white, button-down shirt, black dress pants and black, closed-toe shoes. Digital badge class. For information about digital badges visit [www.aacc.edu/badges](http://www.aacc.edu/badges).*

Sec. 201 20 sessions AMIL 018

MT uWTh 7:30-11:30 am April 4-May 5

Sec. 202 20 sessions AMIL 018

MT uWTh 6:30-10:30 pm April 11-May 12

Sec. 203 20 sessions AMIL 018

MT uWTh 1-5 pm April 18-May 19

Sec. 204 20 sessions AMIL 018

MT uWTh 7:30-11:30 am May 9-June 16

Sec. 205 20 sessions AMIL 018

MT uWTh 6:30-10:30 pm May 16-June 23

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**PLANNING TO RE-ENTER THE NURSING FIELD?**

Registered nurses (RNs) and licensed practical nurses (LPNs) who have been out of the nursing field for a year or more may benefit from our online Nurse Refresher course. RNs and LPNs with an active or inactive Maryland nursing license will need to take this course in order to reactivate their license.

*The Nurse Refresher course is now offered online!*

For information, contact Mar-Lynn Mickens at 410-777-2560 or mmickens@aacc.edu.
Carnival Games Dealer

Learn the fundamentals of three- and four-card poker, ultimate Texas Hold ‘em, Mississippi stud and let it ride. Review table layout, chip handling and game procedures. Practice hands-on techniques for dealing and game control. Discuss the importance of good customer service. CEUs awarded. $413 includes $17 fee.

Prerequisite: COO 366 Introduction to Casino Games or current dealer license.

Note: Students are required to wear a white, button-down shirt, black dress pants and black, closed-toe shoes.

COO 307 Carnival Games Dealer

Sec. 201 12 sessions AMIL 004
MTuWTh 7:30-11:30 am April 2-21

Sec. 202 12 sessions AMIL 005
MTuWTh 6:30-10:30 pm April 4-21

Sec. 203 12 sessions AMIL 004
MTuWTh 1-5 pm April 11-28

Sec. 204 12 sessions AMIL 004
MTuWTh 7:30-11:30 am April 16-June 6

Sec. 205 12 sessions AMIL 004
MTuWTh 6:30-10:30 pm May 2-23

COO 307 Carnival Games Dealer

Sec. 206 12 sessions AMIL 005
MTuWTh 1-5 pm May 9-June 16

COO 376 Carnival Games Dealer

Sec. 201 20 sessions AMIL 004
MTuWTh 7:30-11:30 am May 9-June 23

Sec. 202 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm May 16-June 23

Sec. 203 20 sessions AMIL 005
MTuWTh 1-5 pm May 2-23

COO 376 Carnival Games Dealer

Sec. 204 20 sessions AMIL 005
MTuWTh 7:30-11:30 am May 9-June 23

Sec. 205 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm May 16-June 23

COO 376 Carnival Games Dealer

Sec. 206 20 sessions AMIL 005
MTuWTh 1-5 pm May 2-23

COO 377 Carnival Games Dealer

Sec. 201 20 sessions AMIL 004
MTuWTh 7:30-11:30 am April 2-21

Sec. 202 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm April 4-21

Sec. 203 20 sessions AMIL 004
MTuWTh 1-5 pm April 11-28

Sec. 204 20 sessions AMIL 005
MTuWTh 7:30-11:30 am May 9-June 6

Sec. 205 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm May 2-23

COO 377 Carnival Games Dealer

Sec. 206 20 sessions AMIL 005
MTuWTh 1-5 pm May 9-June 16

COO 377 Carnival Games Dealer

Sec. 207 20 sessions AMIL 005
MTuWTh 7:30-11:30 am May 9-June 16

Sec. 208 20 sessions AMIL 005
MTuWTh 1-5 pm May 9-June 16

Sec. 209 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm May 9-June 16

COO 377 Carnival Games Dealer

Sec. 210 20 sessions AMIL 005
MTuWTh 7:30-11:30 am May 16-June 23

COO 377 Carnival Games Dealer

Sec. 211 20 sessions AMIL 005
MTuWTh 6:30-10:30 pm May 16-June 23

COO 377 Carnival Games Dealer

Sec. 212 20 sessions AMIL 005
MTuWTh 1-5 pm May 16-June 23
COO 385
Casino Poker Dealer
Learn the fundamentals of poker. Review table layout, chip handling and game procedures. Practice hands-on techniques for dealing and controlling the game. Discuss the importance of good customer service skills. CEUs awarded. $677 includes $17 fee.
Prerequisite: COO 366 Introduction to Casino Games or current dealer license.
Note: Students are required to wear a white, button-down shirt, black dress pants and black, closed-toe shoes.
Sec. 201 20 sessions AMIL 005
M,Tu,Wed 1-5 pm April 4-May 5

CLI 302
Advanced Casino Poker Dealer
Learn the fundamentals of additional poker games. Review table layout, chip handling and game procedures. Practice hands-on techniques for dealing and controlling the game. Gain an understanding of the importance of good customer service skills. CEUs awarded. $347 includes $17 fee.
Prerequisites: COO 366 Introduction to Casino Games or current dealer license and COO 385 Casino Poker Dealer.
Note: Students are required to wear a white, button-down shirt, black dress pants and black, closed-toe shoes.
Sec. 201 10 sessions AMIL 005
M,Tu,Wed 1-5 pm May 9-24

LEARN TO PLAY

CLI 348
Learn to Play Blackjack
Develop a clear understanding of blackjack. Learn the basic rules, terminology, a variety of bets and basic strategy. Practice playing on a casino-quality table with real cards, chips and casino equipment. $361 includes $12 fee.
Sec. 201 1 session AMIL 018
Sa 1-3 pm April 16

CLI 349
Learn to Play Roulette
Develop a clear understanding of roulette. Learn the basic rules, terminology, variety of bets and payouts. Practice on a casino-quality table with a full-size roulette wheel, chips and casino equipment. $361 includes $12 fee.
Sec. 201 1 session AMIL 018
Sa 1-3 pm April 30

CLI 350
Learn to Play Craps
Develop a clear understanding of craps. Learn basic rules, table etiquette, terminology, variety of bets and payouts. Practice on a casino-style table with chips, dice and casino equipment. $361 includes $12 fee.
Sec. 201 1 session AMIL 018
Sa 1 am-3 pm May 28

CHILD CARE TRAINING

AACC’s Teacher Education and Child Care (TEACH) Institute provides comprehensive child care training services including certification courses, continuing education, on-site training, conferences, consultation, a speaker’s bureau and advocacy. For information call 410-777-2915 or visit www.aacc.edu/childcare.

To receive continuing education units (CEUs) students must attend 100 percent of the classes and receive at least 75 percent on assessment.

AACC’s child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care. Each class has a content area code that corresponds to the Core of Knowledge requirements. The codes are:

C - Curriculum
D - Child development
H - Health, safety and nutrition
L - Community
P - Professionalism
S - Special needs

For information on the credentialing program and specific education requirements for each credential level, contact the MSDE Office of Child Care at 410-767-7852. For additional child care classes call Arundel Child Care Connections at 410-222-1712. For information regarding a continuing education certificate in Lead Teacher 90-Hour Preschool Child Care, Child Development Associate, Family Child Care Provider and Nanny/Au Pair, see pages 76-81.

PRE-SERVICE TRAINING

ECT 305
Child Growth and Development
Study children’s growth and development from birth through adolescence. Gain an introduction to the child care profession and children’s social, emotional, physical and intellectual development. Textbook information available at AACC Bookstore. CEUs awarded. $285 includes $15 fee.
Note: Perfect attendance required.
Sec. 201 8 sessions AMIL
Sa 9 am-4 pm April 2-May 21
Sec. 202 8 sessions Arnold campus
Tu, Th 6:30-9 pm April 4-June 6
Sec. 203 8 sessions ONLN HYBR Taryn Carter
W 6:30-9 pm April 6-June 8 at AMIL

Note: Section 203 is a hybrid section with mandatory meetings from 6:30-9 pm, April 6 and June 8 at AMIL.

ECT 328
Methods and Materials: Early Childhood
Study the principles of children’s learning, learning environments for young children and activities from birth through age 6. Textbook information available at AACC Bookstore. CEUs awarded. $285 includes $15 fee.
Note: Perfect attendance required.

ECT 370
Methods and Materials: School-Age Child
Discuss curriculum development for school-age children. Learn communication skills, classroom management and development of a positive self-concept. Examine activities promoting optimum development in the after-school setting. Textbook information available at AACC Bookstore. CEUs awarded. $285 includes $15 fee.
Note: Meets the Office of Child Care requirements in regulations that group leaders have 45 hours of curriculum training. Perfect attendance required. Successful completion of CDA or ECT 305 Child Growth and Development and ECT 370 Methods and Materials: School-Age Child meet state requirements for teachers in child care programs.

ETC 306
Methods and Materials: Early Childhood
Study the principles of children’s learning, learning environments for young children and activities from birth through age 6. Textbook information available at AACC Bookstore. CEUs awarded. $285 includes $15 fee.
Note: Perfect attendance required.
Sec. 201 8 sessions GRTC
Sa 9 am-4 pm April 2-May 21
Sec. 202 18 sessions Arnold campus
Tu, Th 6:30-9 pm April 5-June 2
Sec. 203 18 sessions April 7-June 23 ONLN hybr Michele Hall
Th 6:30-9 pm

Note: Section 203 is a hybrid section with mandatory meetings from 6:30-9 pm, April 17, April 24, May 19 and June 9 at AMIL.

ECT 370
Methods and Materials: School-Age Child
Discuss curriculum development for school-age children. Learn communication skills, classroom management and development of a positive self-concept. Examine activities promoting optimum development in the after-school setting. Textbook information available at AACC Bookstore. CEUs awarded. $285 includes $15 fee.
Note: Meets the Office of Child Care requirements in regulations that group leaders have 45 hours of curriculum training. Perfect attendance required. Successful completion of CDA or ECT 305 Child Growth and Development and ECT 370 Methods and Materials: School-Age Child meet state requirements for teachers in school-age programs.

Sec. 201 8 sessions AMIL
Sa 9 am-4 pm April 2-May 21

ETC 321
Module 7 Family Child Care Preservice Training: Child Development
Discover the theories and research regarding child development. Examine brain development during gestation and the importance of play in a developmentally appropriate environment. CEUs awarded. $45 includes $7 fee.
Note: Online course fulfills the MSDE/OCC training requirements for family providers.
Sec. 201 April 3-6 ONLN WB Taryn Carter
CUSTOMIZED STAFF TRAINING

Pick the topic that meets the needs of your staff or family child care situation. AACC instructors can bring the class to your site at a time convenient for you, whether it’s during the day, evening or on weekends. CEUs awarded. Call Child Care Training at 410-777-2915.

CDA 322  CONTENT AREA: C
Module 2 Family Child Care
Preservice Training: Curriculum
Create developmentally appropriate lesson plans following basic curriculum guidelines for multiage grouping. Identify important content areas and learning standards. CEUs awarded. $45 includes $7 fee.
Note: Online course. Fulfills the MSDE/OCC training requirements for family providers.
Sec. 201  April 6-9  ONLN WB  Taryn Carter

CDA 323  CONTENT AREA: H
Module 3 Family Child Care
Preservice Training: Health, Safety and Nutrition
Health, Safety and Nutrition
Create health and safety policies that are practical and promote best practices. Explore the USDA MY Plate and practice menu planning. Design environments that foster child safety. CEUs awarded. $45 includes $7 fee.
Note: Online course. Fulfills the MSDE/OCC training requirements for family providers.
Sec. 201  April 10-13  ONLN WB  Taryn Carter

CDA 324  CONTENT AREA: S
Module 4 Family Child Care
Preservice Training: Special Needs
Learn to create an inclusive environment and build relationships with families of special needs children. Discover how the Americans with Disabilities Act affects your family child care business. CEUs awarded. $45 includes $7 fee.
Note: Online course. Fulfills the MSDE/OCC training requirements for family providers.
Sec. 201  April 13-16  ONLN WB  Taryn Carter

CDA 325  CONTENT AREA: P
Module 5 Family Child Care
Preservice Training: Professionalism
Discover the importance of supervision, policies, handbooks and contracts. Learn practices for establishing a professional and trustworthy environment that meets Maryland Office of Child Care regulations. CEUs awarded. $45 includes $7 fee.
Note: Online course. Fulfills the MSDE/OCC training requirements for family providers.
Sec. 201  April 17-20  ONLN WB  Taryn Carter

CDA 326  CONTENT AREA: L
Module 6 Family Child Care
Preservice Training: Community
Identify areas in your neighborhood that can maximize your business potential. Reach out to groups to build relationships that strengthen your position and create smaller communities that can provide enrichment opportunities for children. CEUs awarded. $45 includes $7 fee.
Note: Online course. Fulfills the MSDE/OCC training requirements for family providers.
Sec. 201  April 20-23  ONLN WB  Taryn Carter

DYC 399  CONTENT AREAS: P,L
Communication Skills for Child Care Professionals
Learn how to communicate better with parents in center and family child care settings. Gain strategies for handling paperwork as well as difficult conversations. CEUs awarded. $90 includes $12 fee.
Note: Perfect attendance required. Meets the Maryland Department of Education Office of Child Care training regulations for all teachers and directors of child care centers.
Sec. 201  3 sessions  Arnold campus
Tu 6:30-9:30 pm  April 26-May 10

CORE OF KNOWLEDGE

ECT 308  CONTENT AREA: D
Basic Growth and Development
Discover how young children develop. Learn about the theories that help create a better understanding of early to midadolescent growth and development. Textbook information available at AACC Bookstore. CEUs awarded. $175 includes $12 fee.
Note: Perfect attendance required.
Sec. 201  April 4-June 13  ONLN GHWP  Elaine Frost
M 6:30-8:30 pm  April 16-May 14
Note: This is an online course with GHWP. There is a mandatory face to face meeting on April 4 at the Arnold campus.
Sec. 202  5 sessions  GBTC
Sa 9 am-4 pm  April 16-May 14
Note: Section 202 is not intended for the Child Development Associate certificate or Lead Teacher 90-hour Preschool Child Care certificate.

DYC 361  CONTENT AREA: L
Effective Communication with Parents and Children
Learn communication skills to establish an open line of dialogue and develop a professional relationship with parents and children. Explore various communication styles and how culture affects these interactions. CEUs awarded. $37 includes $7 fee.
Note: Perfect attendance required.
Sec. 201  1 session  Arnold campus
Sa 9 am-noon  April 9

DYC 368  CONTENT AREA: H
Nutrition, Fitness and Fun for Young Children
Review the latest USDA food and activity guidelines and Maryland food service and accident prevention regulations for child care settings. Learn to plan fun lessons and activities that teach children about food, fitness and safety. CEUs awarded. $39 includes $9 fee.
Note: Perfect attendance required.
Sec. 201  1 session  Arnold campus
Sa 1-4 pm  April 9

DCR 331  CONTENT AREA: L
Building Healthy Relationships with Parents
Learn how to build healthy and positive relationships with parents. Discover how to create a parent-friendly environment that shows how much parents are valued. CEUs awarded. $37 includes $7 fee.
Note: Perfect attendance required.
Sec. 201  1 session  Arnold campus
Sa 9 am-noon  May 21

DYC 321  CONTENT AREA: D
Proactive Behavior Guidance
Develop proactive skills for encouraging positive behavior in young children. Explore the importance of room and center setup, consistency, effective guidance strategies and the use of positive reinforcement. CEUs awarded. $37 includes $7 fee.
Note: Perfect attendance required.
Sec. 201  1 session  Arnold campus
Sa 1-4 pm  May 21

FOR ADDITIONAL CHILD CARE CLASSES

See Parenting and Family Life on page 20 and Teacher Professional Development on page 70.
CONSTRUCTION

Learn more about all of AACC’s construction programs at www.aacc.edu/construction

CONSTRUCTION ESTIMATING

For information regarding continuing education certificate in Construction Estimating, see pages 76-81.

OCA 507
Introduction to Construction Estimating
Build a foundation for estimating virtually any individual trade or project type with this self-paced course. Learn pricing techniques, how to estimate labor, materials, equipment, organization and estimation types. CEUs awarded. $479† includes $397 fee.

Note: Online, self-paced course. Offered in partnership with Construction Experts Inc. Approved by the American Society of Professional Estimators.

Sec. 201 April 4-June 10 ONLN CEXP Bob George

OCA 508
Essential Construction Math
Develop math skills that can be applied to the construction trade with this self-paced course. Learn about calculations, measurements and conversions that are common to the construction industry. CEUs awarded. $479† includes $397 fee.

Note: Online, self-paced course. Offered in partnership with Construction Experts Inc. Approved by the American Society of Professional Estimators.

Sec. 201 April 4-June 10 ONLN CEXP Bob George

OCA 509
Construction Blueprint Reading
Gain knowledge of blueprint reading as it relates to construction projects. Learn general terms, the design process, layout and installation of materials, and how to pinpoint problems. CEUs awarded. $479† includes $397 fee.

Note: Online course. Offered in partnership with Construction Experts Inc. Approved by the American Society of Professional Estimators.

Sec. 201 April 4-June 10 ONLN CEXP Bob George

OCA 511
Estimating and Bidding 2
Focus on hands-on estimating and quantity take-off activities associated with metals, wood, doors, windows, finishes electrical and mechanical estimating. CEUs awarded. $479 includes $397 fee. Prerequisites: OCA 507 Introduction to Construction Estimating, OCA 508 Essential Construction Math and OCA 509 Construction Blueprint Reading.

Note: Online course. Offered in partnership with Construction Experts Inc. Approved by the American Society of Professional Estimators.

Sec. 201 April 4-June 10 ONLN CEXP Bob George

OCA 512
Construction Materials and Processes
Increase your knowledge of quality control material manufacturing processes regulatory requirements and use of materials in the construction process. CEUs awarded. $479 includes $397 fee.

Note: Online course. Offered in partnership with Construction Experts Inc. Approved by the American Society of Professional Estimators.

Sec. 201 April 4-June 10 ONLN CEXP Bob George

CYBER AND TECHNOLOGY

Our noncredit courses are designed specially so we have something to offer industry professionals who want to upgrade their skills and specializations, those looking to start or change careers and individuals who want to learn more about technology.

3-D PRINTING

CTU 302
Introduction to 3-D Printing
Explore 3-D printing and print your own model. Topics include the theory of operation, technology inside 3-D printers, printing applications, basic maintenance, preparation of models, and design considerations. Process models, prepare a 3-D printer for use and learn the basics of 3-D CAD modeling. CEUs awarded. $249 includes $127 fee.

Sec. 201 2 sessions CCPT 331
TuTh 5:30-9:45 pm April 12-14
Sec. 202 2 sessions CCPT 331
Sa 8 am-12:15 pm May 14-21

ACCOUNTING AND PROFESSIONAL TECHNOLOGIES

OLA 349
Quickbooks 2013 for Contractors
Learn how to use the Premier Contractor Edition of QuickBooks 2013 for a construction business to create contract estimates, perform time tracking and job costing, and bill clients. Explore the unique bookkeeping needs of contractors. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Paxton
Sec. 202 May 18-July 8 ONLN EDGO Scott Paxton

OLA 362
Intermediate QuickBooks 2014
Learn to manage the financial aspects of a small business quickly and efficiently with this accounting software program. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Paxton
Sec. 202 May 18-July 8 ONLN EDGO Scott Paxton

OLA 363
Performing Payroll in QuickBooks 2014
Learn how to use QuickBooks 2014 to create paychecks, pay taxes, generate forms and produce reports. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Paxton
Sec. 202 May 18-July 8 ONLN EDGO Scott Paxton

OLA 396
Beginning QuickBooks 2015
Learn the advanced features of QuickBooks 2015 to manage multiple company files, create customer statements and enter price levels for inventory. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with Ed2Go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Paxton
Sec. 202 May 18-July 8 ONLN EDGO Scott Paxton

OLT 304
Intermediate QuickBooks 2013
Learn the advanced features of QuickBooks 2013 to manage multiple company files, create customer statements and enter price levels for inventory. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with Ed2Go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Paxton
Sec. 202 May 18-July 8 ONLN EDGO Scott Paxton
OLT 303
Introduction to Flash CS6
Learn the fundamentals of Adobe Flash CS6 to create engaging Web pages, mobile apps, Flash movies, animation, graphics and interactive applications. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO William Harrell
Sec. 202 May 18-July 8 ONLN EDGO William Harrell

OLT 340 NEW
Intermediate InDesign CC
Explore the more advanced tools and features of Adobe InDesign Creative Cloud. Use features to produce professional brochures, forms and documents, and produce publications for different page sizes and devices. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Donna Baker
Sec. 202 May 18-July 8 ONLN EDGO Donna Baker

ADobe dreamweaver

OLT 341
Introduction to Dreamweaver CS6
Learn the various functions to create, publish and manage a website. Explore how to format text, define structural elements, apply CSS style rules, modify tables, and implement images and links. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Robert Fuller
Sec. 202 May 18-July 8 ONLN EDGO Robert Fuller

OLT 348
Intermediate Dreamweaver CS6
Learn advanced Web design techniques under the tutelage of a proven Web development expert. Examine pure CSS layout. Incorporate multimedia elements. Discover how to get the best out of Dreamweaver’s templates. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Robert Fuller
Sec. 202 May 18-July 8 ONLN EDGO Robert Fuller
# ADOBE ILLUSTRATOR

**OLT 309**  
**Introduction to Illustrator CS6**  
Learn how to use Adobe Illustrator CS6, the industry-standard desktop publishing software program to design professional-quality letterheads, brochures, e-books, and more. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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# ADOBE INDESIGN

**OLA 351**  
**Introduction to Adobe InDesign CS6**  
Learn how to use Adobe InDesign CS6, the industry-standard desktop publishing software program to design professional-quality letterheads, brochures, e-books, and more. CEUs awarded. $132 includes $72 fee.  
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# CYBER AND TECHNOLOGY

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# ADOBE PHOTOSHOP

**OLA 332**  
**Introduction to Photoshop CS6**  
Learn how to use Adobe Photoshop CS6 to edit and enhance digital images, restore old photos, and merge images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**CTT 338**  
**Adobe Photoshop – Level 1**  
Learn how to select and modify images. Learn to retouch, resize, color correct, manipulate and combine images. Create and manipulate layers and other special effects. Use channel and masking tools and prepare images for print and online use. Textbook information available at AACC Bookstore. CEUs awarded. $185 includes $50 fee.  
*Prerequisite: Microsoft Windows or equivalent knowledge.*  
*Note: Bring USB drive to class to store files.*

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<td>Sec. 202</td>
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<td>TuTh 6-9:45 pm May 3-10</td>
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**OLA 369**  
**Introduction to InDesign CC**  
Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, e-books, business materials and more. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**CPT 363**  
**Computer Fundamentals**  
Explore theory and practical applications needed to operate a personal computer. Cover computer terms, functions, computer hardware, operating systems and application software. Textbook information available at AACC Bookstore. CEUs awarded. $179 includes $42 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 333**  
**Intermediate Photoshop CS6**  
Discover advanced features to re-edit older projects easily. Learn nondestructive editing techniques to work faster and reuse parts of images over and over again. Learn how to create reusable templates and use Smart Objects. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 334**  
**Photoshop CS6 for the Digital Photographer**  
Learn to use the tools and techniques of Adobe Photoshop CS6 to edit and enhance photographic images. Learn how to correct flaws, add text and prepare images for email and the Web. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 352**  
**Photoshop Elements 12 for Digital Photography**  
Further develop skills and knowledge of tools and techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 353**  
**Photoshop CC for the Digital Photographer**  
Learn how to use Adobe Photoshop CC, also known as Photoshop CC, to edit and enhance photographic images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 355**  
**Photoshop Elements 12 for Digital Photography**  
Learn to use advanced features in Adobe Photoshop Elements 12 to edit and enhance digital images, restore old photos, and merge images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 356**  
**Photoshop Elements 12 for Digital Photography 2**  
Learn to use advanced features in Adobe Photoshop Elements 12 to edit and enhance digital images, restore old photos, and merge images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 361**  
**Photoshop CC for the Digital Photographer 2**  
Take photo-editing skills beyond layer and section tools with Photoshop CC’s advanced features including special effects, advanced layering and photo restoration. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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**OLA 375**  
**Introduction to Photoshop CS6**  
Learn how to use Adobe Photoshop CC to edit and process photos and create original images. CEUs awarded. $132 includes $72 fee.  
*Note: Online course. Offered in partnership with ed2go.*

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OLT 321
Photoshop Elements 13 for the Digital Photographer
Learn to edit and enhance images, fix flaws, create simple art projects, prepare images for email and the Web, and how to organize your images. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with Ed2Go.

Sec. 201 April 13-June 3 ONLN EDGO Beverly Schulz
Sec. 202 May 18-July 8 ONLN EDGO Beverly Schulz

OLT 322
Photoshop Elements 13 for the Digital Photographer 2
Learn the advanced features of using artistic filters, layering techniques, and advanced editing tools. Create collages and slideshows with animation, text and music, and restore old photos. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with Ed2Go.

Sec. 201 April 13-June 3 ONLN EDGO Beverly Schulz
Sec. 202 May 18-July 8 ONLN EDGO Beverly Schulz

OLA 383
Photoshop for Presentations
Learn Photoshop’s features. Gain foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as manipulating text, working with layers and image file properties. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

Sec. 201 April 13-June 3 ONLN EDGO Beverly Schulz
Sec. 202 May 18-July 8 ONLN EDGO Beverly Schulz

CISCO DATA CENTER

CTR 389 Simplifying Security in the Cyber Age
Learn the basics of cybersecurity by examining the threat landscape, common targets and relevant laws. Study passwords and how to secure them, social engineering and how to avoid being a victim, and mobile and online security. CEUs awarded. $99 includes $17 fee.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges

Sec. 201 3 sessions CCPT
MW 6-9:15 pm April 11-18
Sec. 202 3 sessions CALT 138
TuTh 6-9:15 pm May 10-17
Sec. 203 3 sessions CCPT
TuTh 6-9:15 pm May 10-17

NTW 546 Network+ Certification Exam Prep
Prepare for the Network+ certification exam. Focus on the five exam objectives including network devices, network management, network tools, and network security. Textbook and certification prep materials available at AACC Bookstore. CEUs awarded. $1,150 includes $340 fee.

Prerequisite: Knowledge of operating systems and hardware or CompTIA A+ certification.

Note: Exam fees included.

Sec. 201 10 sessions CCPT
MW 5-45-10 pm April 11-May 11

NTW 542 Cyber Analyst 1 – Gain Knowledge
Learn about computer topologies/devices; communications protocols/addressing; identifying devices within a network; programming basics; routing; open source tools for network reconnaissance/analysis research; and technical writing. CEUs awarded. $1,800 includes $357 fee.

Prerequisite: Knowledge of operating systems and hardware or CompTIA A+ certification. Associate or bachelor’s degree in information technology or related technical field is preferred. First course in the Cyber Analyst sequence.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges

Sec. 201 15 sessions CCPT
TuTh 5:30-9:45 pm April 12-May 31

NTW 548 CCNA Certification Prep Course
Learn the theory and lab skills necessary to pass the CCNA composite exam. Prepare for simulation questions and strengthen test-taking skills. Examine the eight major exam topics as defined by Cisco. Textbook and certification prep materials available at the AACC bookstore. CEUs awarded. $1,246 includes $22 fee.

Prerequisite: The ideal candidate for this course will hold the CompTIA Network+ certification (CompTIA A+ is also recommended) and meet one of the following: (a) Have completed 16 or more semester hours of academic coursework in networking and network administration preferably using the Cisco Networking Academy curriculum; (b) Have completed two or more years’ experience working as a network technician or network analyst in a Cisco environment; or (c) Have completed a combination of academic coursework and on-the-job experience in networking totaling four or more years combined.

Sec. 201 10 sessions CCPT
TuTh 5:45-10 pm April 19-May 19

NTW 547 CompTIA Security+ Exam Prep
Prepare for the CompTIA Security+ exam including review of network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management, and cryptography. Textbook and certification prep materials available at AACC Bookstore. CEUs awarded. $1,562 includes $392 fee.

Prerequisite: Knowledge of operating systems and hardware and/or CompTIA A+, basic networking concepts and/or CompTIA Network+.

Note: Exam fees included.

Sec. 201 10 sessions CCPT
MW 5:45-10 pm May 2-June 6

NTW 545 Certified Ethical Hacker Exam Prep
Learn to protect networks using offensive techniques and tools. Gain hands-on experience and prepare in part for the CEH certification exam. CEUs awarded. $2,300 includes $822 fee.

Prerequisite: Knowledge and professional experience operating, administering and managing IT systems and hardware; basic knowledge of networking concepts (CompTIA Network+); basic knowledge of network security concepts (CompTIA Security+); basic knowledge of network security analysis tools; knowledge or experience defending networks (firewalls, IDS, IPS); and basic knowledge of Unix/Linux and Windows operating systems.

Note: Exam fees and textbook bundle included.

Sec. 201 10 sessions CCPT
MW 5:45-10 pm May 19-26

REDEFINE YOURSELF THROUGH TECHNOLOGY.

Learn more about our credit programs at www.aacc.edu/redefine/technology.cfm.
CAREERS AND CERTIFICATIONS

Horizons Computer Learning Centers.

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CISCO WIRELESS

CTT 368

Web Design Level 1: HTML

Develop websites using HTML programming. Focus on Web design techniques, creating an HTML document, formatting text, adding graphics and multimedia. Use forms to control input, work with tables and control page layout. Textbook available at AACC Bookstore. CEUs awarded. $206 includes $27 fee.

Sec. 201 4 sessions CCPT 331
MW 6-9:30 pm April 11-20
Sec. 202 4 sessions GTBC 203
Sa 9 am-12:45 pm April 30-May 21

CLOUD COMPUTING

OLA 372

Understanding the Cloud

Learn everything you need to truly understand the cloud, including how it works, what drives it, why it’s so popular and how to make it work for you. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Jernigan
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

ONH 302 NEW

SQL Querying – Level 1 Fundamentals of Querying

Learn to use SQL as a tool to retrieve information from databases. Practice using functions to calculate data and commands to organize data from a single table or multiple linked tables. CEUs awarded. $502 includes $284 fee.

Note: Online course. Offered in partnership with New Horizons Computer Learning Centers.

Sec. 201 1 session ONLN NHRZ
Tu 9 am-5 pm April 12
Sec. 202 1 session ONLN NHRZ
Tu 10 am-6 pm May 10

ONH 301 NEW

CompTIA Cloud+

Learn the basics of cloud computing concepts, virtualization and cloud security. Gain knowledge and explore best practices required of IT practitioners working in cloud environments to understand and deliver cloud infrastructure. CEUs awarded. $2,482 includes $1,740 fee.

Note: Online course. Offered in partnership with New Horizons Computer Learning Centers.

Sec. 201 5 sessions ONLN NHRZ
TuWThF 9 am-5 pm April 4-8

COMPTIA

NTW 541

CompTIA A+ Certification Prep

Prepare for the CompTIA A+ 220-801 and 802 examinations. Review basic computer hardware, operating systems, PC components, networking, security, laptops and printers. Learn how to install, configure, secure and troubleshoot these items plus customer service and communication skills. Textbook information available at AACC Bookstore. CEUs awarded. $1,120 includes $205 fee.

Prequisite: General knowledge of computer hardware and software.

Exam fees included. Digital badge class. For information about digital badges visit www.aacc.edu/badges

Sec. 201 18 sessions CCPT 308
Sa 8:30 am-12:30 pm April 1-24, 27, 30
Sec. 202 9 sessions GTBC 202
Sa 8:30 am-5 pm April 16-18

OLA 337

CompTIA Security+ Certification Prep 2

Prepare for the CompTIA Security+ certification exam SYO-301. Learn about network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management, and cryptography. CEUs awarded. $186 includes $97 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Ron Gilster
Sec. 202 May 18-July 8 ONLN EDGO Ron Gilster

OLN 349

CompTIA Security+ Certification Prep

Prepare for the CompTIA Security+ Network certification exam. Learn about communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Explore the protocols used in Linux, UNIX, Windows 2000, TCP/IP suites and Ethernet operations. Learn how to capture, analyze and generate IP traffic; how to exploit protocol weaknesses; and examine defensive solutions. Cover packet filtering, password policies and checking file integrity. CEUs awarded. $186 includes $97 fee.

Prerequisites: CompTIA A+ and Network+ Certifications and two years of networking experience.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Alan Simpson
Sec. 202 May 18-July 8 ONLN EDGO Alan Simpson

OLN 378

A+ Certification Basic: Hardware 1

Review PC hardware components. Includes storage and processing component areas, motherboard, RAM, power supplies, BIOS, CMOS, expansion boards, floppy and hard drives. Part of A+ Certification exam review series. CEUs awarded. $186 includes $97 fee.

Prerequisite: Working knowledge of PC hardware and applications.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Jernigan
Sec. 202 May 18-July 8 ONLN EDGO Scott Jernigan

OLN 379

A+ Certification Intermediate: Operating System 1

Review PC operating systems. Examine the DOS operating system, Windows 3x interface, Windows 9x and Plug and Play. Cover installation, memory management, troubleshooting, optimizing and problem solving. Part of A+ Certification exam review series. CEUs awarded. $186 includes $97 fee.

Prerequisite: OLN 378 A+ Certification Basic: Hardware 1 or equivalent knowledge.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Jernigan
Sec. 202 May 18-July 8 ONLN EDGO Scott Jernigan

OLN 380

A+ Certification Advanced: Hardware and Operating System 2

Examine SCSI, video, multimedia, modems, printers, portable PCs and networking technology. Review installation, configuration and troubleshooting hardware. Part of the A+ Certification exam review series. CEUs awarded. $186 includes $97 fee.

Prerequisite: OLN 379 A+ Certification Intermediate: Operating System 1 or equivalent knowledge.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Scott Jernigan
Sec. 202 May 18-July 8 ONLN EDGO Scott Jernigan
COMPUTER AND OPERATING SYSTEMS

OLN 399 **NEW**

Introduction to Linux
Use the Linux desktop graphic environment to manipulate files and folders, create user accounts and set up hardware devices. Learn about OpenOffice.org office productivity software, Linux multimedia programs, Internet connectivity and the many preinstalled programs. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

OLT 306

Introduction to Windows 8
Learn about the Microsoft Windows 8 operating system, including managing apps, programs, photos, files and folders. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Curt Simmons
Sec. 202 May 18-July 8 ONLN EDGO Curt Simmons

MOBILE DEVICE TECHNOLOGIES

CTR 380

iPad Basics and Beyond
Learn how to use the features of an iPad and configure the settings. Discover reminder apps and calendars. Explore how to download movies and music and capture, edit, store and share photos using iCloud. Use an iPad as a photo lab, art studio and movie theater. Prerequisite: Working knowledge of PC hardware and software.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Stephanie Donaldson
Sec. 202 May 18-July 8 ONLN EDGO Stephanie Donaldson

CTR 388

iPad Photography
Use an iPad as a photo lab, art studio and movie theater. Explore ways to create, edit and share images, photos and movies. CEUs awarded. $168 includes $37 fee. Note: iPads are provided.

Sec. 201 April 13-June 3 ONLN EDGO Dave Paquin
Sec. 202 May 18-July 8 ONLN EDGO Kathy Pelt

COMPUTER FUNDAMENTALS

CPT 362

Computer Keyboarding
Learn the fundamentals of keyboarding using touch typing on a computer. Develop speed and accuracy in operating a computer keyboard. Textbook information available at AACC Bookstore. CEUs awarded. $122 includes $37 fee.

Sec. 201 4 sessions CALT 136
MW 6-8:15 pm April 11-20
Sec. 202 4 sessions CCPT 314
TuTh 9:15 am April 12-15
Sec. 203 4 sessions CCPT 314
TuTh 6-8:15 pm May 5-17

OLN 346

Computer Skills for the Workplace
Learn the fundamental computer skills needed to succeed in today’s workplace. Discover practical applications for email, word processing, spreadsheets and databases. Understand file size, memory limitations, networks and component functions and features. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Dave Paquin
Sec. 202 May 18-July 8 ONLN EDGO Dave Paquin

OLN 361

Keyboarding
Using FasType software, learn the basics of touch-typing plus improve your typing speed and accuracy. Learn how to use FasType’s intermediate and advanced lessons to further improve keyboarding skills on your own. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Kathy Pelt
Sec. 202 May 18-July 8 ONLN EDGO Kathy Pelt

OLN 388

Introduction to PC Troubleshooting
Identify computer parts and functions. Learn to fix power, drive, memory and file problems. Conquer boot failure and prevent Microsoft Windows general protection fault errors. Understand BIOS, CMOS and RAM challenges. CEUs awarded. $132 includes $72 fee. Prerequisite: Working knowledge of PC hardware and software.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

OLN 391

Microsoft Office
Learn how to create, edit and share images, photos and files and folders. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Stephanie Donaldson
Sec. 202 May 18-July 8 ONLN EDGO Stephanie Donaldson

ONL 323

Résumé Writing
Learn how to create an effective résumé or how to write résumé and cover letters for profit. Explore self-assessment, résumé formats, references, Internet résumé secrets, and how to overcome age discrimination and employment gaps. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Stephanie Donaldson
Sec. 202 May 18-July 8 ONLN EDGO Stephanie Donaldson

ONL 334

12 Steps to a Successful Job Search
Learn how to identify the job that is best for your needs and how to get it. Learn how to build rapport with any interviewer and master the six phases of a successful job interview. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Todd Bermont
Sec. 202 May 18-July 8 ONLN EDGO Todd Bermont

RE-ENTRY PROFESSIONAL

CTC 305

Starting Over for the Re-Entry Professional
Re-enter the workforce, advance to a higher position or change careers with confidence. Evaluate skills, set goals and gain insights into making your goals a reality. Assess your own strengths and discover what computer and technical skills you need to succeed. CEUs awarded. $77† includes $27 fee.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges

Sec. 201 1 session CALT 136
Tu 6-9 pm April 12

ONL 306

Introduction to Linux
Use the Linux desktop graphic environment to manipulate files and folders, create user accounts and set up hardware devices. Learn about OpenOffice.org office productivity software, Linux multimedia programs, Internet connectivity and the many preinstalled programs. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

OLN 346

Computer Skills for the Workplace
Learn the fundamental computer skills needed to succeed in today’s workplace. Discover practical applications for email, word processing, spreadsheets and databases. Understand file size, memory limitations, networks and component functions and features. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Dave Paquin
Sec. 202 May 18-July 8 ONLN EDGO Dave Paquin

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Keyboarding
Using FasType software, learn the basics of touch-typing plus improve your typing speed and accuracy. Learn how to use FasType’s intermediate and advanced lessons to further improve keyboarding skills on your own. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Kathy Pelt
Sec. 202 May 18-July 8 ONLN EDGO Kathy Pelt

OLN 388

Introduction to PC Troubleshooting
Identify computer parts and functions. Learn to fix power, drive, memory and file problems. Conquer boot failure and prevent Microsoft Windows general protection fault errors. Understand BIOS, CMOS and RAM challenges. CEUs awarded. $132 includes $72 fee. Prerequisite: Working knowledge of PC hardware and software.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

CTR 388

iPad Photography
Use an iPad as a photo lab, art studio and movie theater. Explore ways to create, edit and share images, photos and movies. CEUs awarded. $168 includes $37 fee. Note: iPads are provided.

Sec. 201 3 sessions CCPT 333
M 6-9:45 pm April 4-18

CTC 307

Microsoft Excel for the Re-Entry Professional
Learn about creating Excel workbooks, functions, charts, databases and templates. Explore creating, formatting and printing worksheets; working with formulas and functions; setting up simple databases and creating templates and charts. CEUs awarded. $161 includes $32 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 3 sessions GBTC 408
Sa 9 am-12:30 pm April 2-16
Sec. 202 3 sessions CALT 136
TuTh 6-9:45 pm April 26-May 3

ONL 323

Résumé Writing
Learn how to create an effective résumé or how to write résumé and cover letters for profit. Explore self-assessment, résumé formats, references, Internet résumé secrets, and how to overcome age discrimination and employment gaps. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Stephanie Donaldson
Sec. 202 May 18-July 8 ONLN EDGO Stephanie Donaldson

ONL 334

12 Steps to a Successful Job Search
Learn how to identify the job that is best for your needs and how to get it. Learn how to build rapport with any interviewer and master the six phases of a successful job interview. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Todd Bermont
Sec. 202 May 18-July 8 ONLN EDGO Todd Bermont

FOR INFORMATION 410-777-2325
CAREERS AND CERTIFICATIONS

badges visit www.aacc.edu/badges.

Professional or equivalent knowledge.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges.

Sec. 201 3 sessions CALT 136
TuTh 6-9:45 pm April 14-21

KEEPING TRACK OF FILES AND FOLDERS

Learn how to save, locate and reuse electronic files as well as understand the role folders play in storing files. Explore other file management tasks such as copying, moving, renaming, deleting, restoring and finding files. Textbook information available at AACC Bookstore. CEUs awarded. $171 includes $32 fee.

Prerequisite: Basic understanding of Microsoft Windows.

Note: Digital badge class. For information about digital badges visit www.aacc.edu/badges.

Sec. 201 2 sessions CALT 136
TuTh 6-9:15 pm May 5-10

DATABASE DESIGN AND DEVELOPMENT

Introduction to Database Development

Learn how to utilize database applications to apply a systematic, structured approach to a database. Learn the phases of a system development project step by step. CEUs awarded. $134 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Allen Taylor
Sec. 202 May 18-July 8 ONLN EDGO Allen Taylor

Introduction to Database Design

Learn principles to create new databases or redesign existing ones. Discuss how to choose the best names for tables and fields, assign primary keys, set up relationships and implement normalization rules and field key attributes. Textbook information available at AACC Bookstore. CEUs awarded. $282 includes $32 fee.

Prerequisite: CTR 361 Access 2013 Level 1 or database experience.

Sec. 201 3 sessions CALT 136
TuTh 8:30 am-12:30 pm April 19-26

EC COUNCIL


Explore the Common Body of Knowledge (CBK). Learn the new eight domains, effective April 15, 2015, essential for the protection of information systems and corporate and national infrastructures. Textbook information available at AACC Bookstore. CEUs awarded. $1,638 includes $22 fee.

Prerequisite: Significant IT security experience and prior certification such as CCNA, CCNP, MCSE or SCNP are recommended.

Sec. 201 3 sessions CCPT 331
TuTh 6-10 pm April 12-May 24
Sec. 202 3 sessions GBTC 203
MW 6-10 pm May 23-July 11

GAME DESIGN AND DEVELOPMENT

How to Get Started in Game Development

Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Ed Lavieri
Sec. 202 May 18-July 8 ONLN EDGO Ed Lavieri

INTERNET AND WEB APPLICATIONS

Introduction to Social Media

Learn about social media, the top sites and their role in business and personal life. Examine case studies and discuss how businesses are using social media for communication, customer retention, branding, marketing, market research and needs assessment. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN Jennifer Selke
BIS 504
Integrating Social Media in an Organization
Learn how to create a private social media using Ning, work socially using Google Docs and calendars, and move a website to an interactive Web 2.0 site. Explore how to integrate social media into business communication and marketing. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLN LERN Jennifer Selke

BIS 519
Twitter
Learn how to take advantage of the unique opportunities Twitter offers. Discover the best and easiest techniques for successful interactions in the Twitterverse. Learn to create relationships and network with key constituents. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLN LERN Jennifer Selke

OLA 380
Prezi
Learn how to use and engage your creative side for presentations using Prezi. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLN LERN Suzanne Kart

OLA 382
Google Analytics
Learn to use Google Analytics, the standard in website analytics. Gain a greater understanding of site traffic and how to convert visitors into leads and sales. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 4-29 ONLN LERN Dan Belhassen

OBS 509
Using Social Media in Business
Learn how to use the five popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest and Google Plus - to grow and promote business. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Brad Semp
Sec. 202 May 18-July 8 ONLN EDGO Brad Semp

OLA 347
Introduction to Google Analytics
Learn how to track and generate traffic to a website. Create reports and analyze data with Google’s free, state-of-the-art Web analytics tools. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Laurie Fuller
Sec. 202 May 18-July 8 ONLN EDGO Laurie Fuller

OLA 365
Jumpstart your Career with LinkedIn
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Ron Nash
Sec. 202 May 18-July 8 ONLN EDGO Ron Nash

OLA 377
Achieving Top Search Engine Positions
Increase your website traffic by learning proven, step-by-step strategies for achieving the highest possible position on major search engines. CEUs awarded. $132 includes $72 fee.
Prerequisite: OLN 381 Creating Web Pages or equivalent HTML experience.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Chris Minnick
Sec. 202 May 18-July 8 ONLN EDGO Chris Minnick

OLA 385
Marketing Your Business on the Internet
Learn how to affordably market your business online. Discover proven methods for establishing an Internet presence and building an online brand identity. Also learn several low-cost promotion strategies for driving visitors to your site. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Lisa Adams
Sec. 202 May 18-July 8 ONLN EDGO Lisa Adams

BIS 503
Marketing Using Social Media
Explore major social media, including Twitter, LinkedIn and blogging, and how to use it to engage customers and clients. Develop a two-way communication and marketing strategy for an organization using social media. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 ONLN LERN Suzanne Kart

BIS 516
Facebook for Business: Advanced Skills
Learn how to adapt a marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. Discover new tools and proven techniques to increase business, expand reach and improve message visibility and response. CEUs awarded. $252 includes $130 fee.
Prerequisite: Students must have Facebook page and basic knowledge of the platform.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 ONLN LERN Jennifer Selke

BIS 520
YouTube for Business
Discover how to use video as a marketing tool to reach and serve more people. Learn what types of video others are using and what works best. Create a YouTube channel with features like captions and annotations. CEUs awarded. $252 includes $130 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 ONLN LERN Jennifer Selke

ISACA

ONH 306
Certified Information Systems Auditor (CISA)
Learn to evaluate organizational policies, procedures and processes to ensure that an organization’s information systems align with its overall business goals and objectives. CEUs awarded, $3,257 includes $2,282 fee.
Prerequisites: CompTIA Security+ and Network+ Certifications. The intended audience is information systems security professionals, internal review auditors and others who have an interest in aspects of information systems audit, controls, and security.
Note: Online course. Offered in partnership with New Horizons Learning Center.
Sec. 201 5 sessions ONLN NHRZ MTuWThF 9 am-5 pm May 2-6

ITIL

ONH 316
ITIL Foundation 2011 Edition
Explore the latest version of core ITIL® best practices presented from a lifecycle perspective. Learn the principles and core elements of IT service management (ITSM) based on ITIL® 2011 Edition. CEUs awarded. $2,002 includes $1,404 fee.
Prerequisites: Basic knowledge of Service Management concepts.
Note: Online course. Offered in partnership with New Horizons Learning Center.
Sec. 201 3 sessions ONLN NHRZ WThF 9 am-5 pm May 9-11
MICROSOFT

OLT 312
**What’s New in Microsoft Office 2013**
Discover the exciting new features of Microsoft Office 2013. Learn time-saving tips to use in Word, Excel, PowerPoint, Access, Outlook, OneNote and Publisher. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Barbara Clemens
Sec. 202 May 18-July 8 ONLINE EDGO Barbara Clemens

MICROSOFT ACCESS

OLA 314
**Introduction to Microsoft Access 2010**
Learn database concepts, the Access environment and Help systems. Learn how to design and create databases; work with tables, fields and records; sort and filter data; and set field properties and data entry rules. Discover how to create queries, forms and reports. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Laurie Fuller
Sec. 202 May 18-July 8 ONLINE EDGO Laurie Fuller

OLA 319
**Intermediate Microsoft Access 2010**
Learn how to build forms and databases by importing information from Excel spreadsheets into tables. Discover how to use action queries to add and update key fields that build relationships among the tables and manage data. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Ken Cook
Sec. 202 May 18-July 8 ONLINE EDGO Ken Cook

OLA 320
**What’s New in Microsoft Office 2010**
Get up to speed on the latest version of Microsoft Office 2010! Explore new features and work with Word documents, Excel spreadsheets, PowerPoint presentations and Access databases. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Barbara Clemens
Sec. 202 May 18-July 8 ONLINE EDGO Barbara Clemens

MICROSOFT APPLICATIONS

CLA 311
**Intermediate Microsoft Excel 2010**
Improves your Excel skills. Learn to use scenarios, manage pivot tables and slicers, create databases, and use Goal Seek, Solver, VLOOKUP, INDEX and MATCH. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt

CLA 312
**Advanced Microsoft Excel 2013**
Learn how to consolidate, analyze and report financial information. Practice adding functional custom controls to worksheets. Discover how to use scenarios and data tables to quickly perform what-if analyses. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt

OLA 368
**Advanced Microsoft Excel 2013**
Learn how to consolidate, analyze and report financial information. Practice adding functional custom controls to worksheets. Discover how to use scenarios and data tables to perform what-if analyses quickly. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt

MICROSOFT EXCEL

CTR 361
**Access 2013 Level 1**
Learn the basic operations of Access 2013 to perform day-to-day tasks. Discuss the advantages of a relational database program to business processes. Practice creating tables and forms, and producing reports. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

Note: Knowledge of database structure recommended.

Sec. 201 3 sessions GBTC 408 TuTh 6:30-9:45 pm April 21-28

CTR 336
**Microsoft Access 2010 – Level 1**
Learn database concepts, the Access environment and Help systems. Learn how to design and create databases; work with tables, fields and records; sort and filter data; and set field properties and data entry rules. Discover how to create queries, forms and reports. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

Prerequisite: Knowledge of database structure.

Sec. 201 3 sessions CALT 138 TuTh 9 am-12:15 pm May 17-24

CTR 373
**Excel 2013 Level 1**
Explore the basic functions and features of Excel 2013 including terminology, entering and editing text, values and formulas, and simple function and formatting techniques. Create and modify charts. Manage workbooks. Textbook information available at AACC Bookstore. CEUs awarded. $132 includes $44 fee.

Prerequisite: CTR 368 Windows Level 1 or equivalent knowledge.

Sec. 201 3 sessions CCPT 333 W 6-9:15 pm April 6-20
Sec. 202 3 sessions GBTC 408 TuTh 6-9:15 pm May 10-17

MICROSOFT POWERPOINT

OTT 312
**What’s New in Microsoft Office 2013**
Learn the advanced features of Microsoft Excel 2013 including creating cell styles for automatic formatting, page breaks, page scaling, adding passwords for workbooks, using templates, naming cells and linking cells between Excel files. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

Prerequisite: CTR 373 Excel 2013 Level 1 or equivalent knowledge.

Sec. 201 3 sessions GBTC 408 TuTh 6:30-9:45 pm April 12-19
Sec. 202 3 sessions CCPT 333 W 6-9:15 pm April 27-May 11
Sec. 203 3 sessions GBTC 408 TuTh 6-9:15 pm May 19-26

OCLA 311
**Intermediate Microsoft Excel 2010**
Learn how to consolidate, analyze and report financial information. Practice adding functional custom controls to worksheets. Discover how to use scenarios and data tables to quickly perform what-if analyses. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt

OCLA 312
**Advanced Microsoft Excel 2013**
Learn how to consolidate, analyze and report financial information. Practice adding functional custom controls to worksheets. Discover how to use scenarios and data tables to perform what-if analyses quickly. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

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Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt

OCLA 368
**Advanced Microsoft Excel 2013**
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Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLINE EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLINE EDGO Chad Wambolt
CYBER AND TECHNOLOGY

OLI 391
Introduction to Microsoft Excel 2010
Discover how to use the function wizard; sort and analyze data; and design custom charts and graphs. Learn how to create 3-dimensional workbooks; build links between files; provide worksheets with decision-making capabilities; and automate tasks with macros. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Craig Power
Sec. 202 May 18-July 8 ONLN EDGO Craig Power

OLT 311
Introduction to Microsoft Excel 2013
Learn how to use Microsoft Excel 2013. Discover countless shortcuts, tricks and features for creating and formating worksheets quickly and efficiently. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Chad Wambolt
Sec. 202 May 18-July 8 ONLN EDGO Chad Wambolt

CTR 333
Microsoft Excel 2010 – Level 1
Learn the basic features and functions of Excel 2010 including how to enter and edit text; use values, formulas and pictures; save workbooks in various formats; and printing. Discover how to move and copy data; learn about absolute and relative references; and work with ranges, rows and columns. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

Prerequisite: CTC 357 Windows 7 Basic or equivalent knowledge.
Sec. 201 3 sessions CALT 138 TuTh 9 am-12:15 pm April 26-May 3

CTR 334
Microsoft Excel 2010 – Level 2
Learn how to use multiple worksheets and workbooks efficiently. Discover formatting options including styles, themes and backgrounds. Learn how to create and use outlines, subtotals, cell names and tables. Save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by email. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

Prerequisite: CTR 333 Microsoft Excel 2010 – Level 1 or equivalent knowledge.
Sec. 201 3 sessions CALT 138 TuTh 9 am-12:15 pm May 5-12

MICROSOFT EXCHANGE SERVER

ONH 322
Configure and Manage Microsoft Exchange Server 2010
Gain knowledge and skills to configure, manage and troubleshoot an Exchange Server 2010 messaging environment. Learn guidelines, best practices and considerations to help optimize your Exchange Server deployment. CEUs awarded. $298 includes $2,090 fee.

Prerequisites: Experience managing Windows Server 2003 or Windows Server 2008 operating systems, experience with Active Directory Domain Services (AD DS), and fundamental knowledge of network technologies.

Note: Online course. Offered in partnership with New Horizons Computer Learning Center.
Sec. 201 5 sessions ONLN NHRZ MTuWThF 9 am-5 pm April 25-29

MICROSOFT OUTLOOK

OLA 309
Introduction to Microsoft Outlook 2010
Get organized and become more efficient. Explore security basics, maintenance tasks, email contacts and optimizing the Outlook calendar. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Bill Mann
Sec. 202 May 18-July 8 ONLN EDGO Bill Mann

OLT 310
Introduction to Microsoft Outlook 2013
Get up to speed with the latest developments in Microsoft Outlook 2013, including how to manage email, calendars and contacts. Learn how to get the most out of program tools such as Search Folders and Quick Steps. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Bill Mann
Sec. 202 May 18-July 8 ONLN EDGO Bill Mann

MICROSOFT POWERPOINT

CTR 378
PowerPoint 2013 Level 1
Learn to develop and create engaging multimedia presentations. Explore how to edit text, insert graphics, arrange slides and print handouts. Textbook information available at AACC Bookstore. CEUs awarded. $142 includes $37 fee.

Sec. 201 2 sessions CCPT 333 Tu 6:30-9:45 pm April 13-16

OLA 318
Introduction to PowerPoint 2010
Learn how to use Microsoft PowerPoint 2010 to create slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art and hyperlinks. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Kathy Pelt
Sec. 202 May 18-July 8 ONLN EDGO Kathy Pelt

OLI 371
Introduction to Microsoft PowerPoint 2013
Develop engaging presentations using Microsoft PowerPoint 2013. Learn how to plan a presentation, format with themes and color, and use slide and layout masters. Add pictures, shapes, WordArt and SmartArt. Learn to create animated presentations with multimedia effects. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Kathy Pelt
Sec. 202 May 18-July 8 ONLN EDGO Kathy Pelt

MICROSOFT PROJECT

OLA 357
Introduction to Microsoft Project 2013
Learn how to effectively plan, implement, manage and control projects using the world’s most popular project management software. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

OLI 392
Introduction to Microsoft Project 2010
Learn how to effectively plan, implement and control projects. Explore project details, tasks and scheduling. Produce a baseline, assign resources and costs, identify and analyze variances, and revise a project plan. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Tony Swaim
Sec. 202 May 18-July 8 ONLN EDGO Tony Swaim

CTR 365
Microsoft Project 2013 Level 1
Explore the importance of project management and create a plan using Project 2013. Learn how to manage and configure tasks, track costs and display information graphically. Discover how to integrate data with other Microsoft applications. Textbook information available at AACC Bookstore. CEUs awarded. $142 includes $32 fee.

Sec. 201 1 session GRTC 408 F 8 am-4:45 pm April 15

REGISTRATION INFORMATION 410-777-2325
CAREERS AND CERTIFICATIONS

Horizons Computer Learning Center.

Framework and some familiarity with the C# language. Studio and Microsoft ASP .NET , proficiency in using the .NET equivalent knowledge.

WWW.AACC.EDU/CONED

CAREERS AND CERTIFICATIONS

Sec. 202 3 sessions CCPT 333
MW 6-9:15 pm April 11-18

including $44 fee.

available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

simultaneously, run the integrated grammar and spell check; create envelopes and labels; create tables and SmartArt; and save, retrieve, merge, copy, organize and print documents. Textbook information available at AACC Bookstore. CEUs awarded. $149 includes $44 fee.

CAREERS AND CERTIFICATIONS

Sec. 201 2 sessions CALT 138
F 8:30 am-12:45 pm April 15-22

MICROSOFT WORD

CTR 366

Microsoft Project 2013 Level 2

Utilize advanced features including charting data, grouping, modifying the display and importing into Project 2013. Customize reports and tables by using custom filters and values. Use and edit macros. Create VBA code. Textbook information available at AACC Bookstore. CEUs awarded. $142 includes $32 fee.

Prerequisite: CTR 365 Microsoft Project 2013 Level for equivalent knowledge.

Sec. 201 1 session GBTC 408
F 8 am-4:45 pm April 22

MICROSOFT PUBLISHER

OLA 354

Introduction to Microsoft Publisher 2013

Learn how to design professional publications, including newsletters, fliers and brochures with Microsoft Publisher 2013. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Curt Simmons
Sec. 202 May 18-July 8 ONLN EDGO Curt Simmons

MICROSOFT TECHNICAL – OTHER

ONI 330 NEW

Developing ASP.NET MVC 4 Web Applications

Learn to develop secure, advanced ASP.NET MVC applications using .NET Framework 4.5 tools and technologies. Focus on planning and designing Web applications, MVC models, controllers, views, testing, debugging and developing responsive pages. CEUs awarded. $2,982 includes $2,090 fee.

Prerequisites: Minimum of two to three years of experience developing Web-based applications using Microsoft Visual Studio and Microsoft ASP.NET, proficiency in using the .NET Framework and some familiarity with the C# language.

Note: Online course. Offered in partnership with New Horizons Computer Learning Center.

Sec. 201 5 sessions ONLN NHrz
MTuWThF 9 am-5 pm May 2-6

MICROSOFT SQL SERVER

ONI 308 NEW

SQL Querying – Level 2 Advanced

Learn how to identify and use advanced querying techniques. Practice modifying the structure of a table; inserting, updating and deleting data; and indexing tables to optimize query performance. CEUs awarded. $402 includes $284 fee.

Note: Online course. Offered in partnership with New Horizons Computer Learning Centers.

Sec. 201 1 session ONLN NHrz
Th 9 am-5 pm April 14
Sec. 202 1 session ONLN NHrz
Th 10 am-6 pm May 12

NEW

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NEW
MOBILES TECHNOLOGIES

For information regarding a continuing education certificate in iPhone and iPad Programming, see pages 76-81.

OLA 385 NEW

Graphic Design for Visual Presentations

Learn to create visual presentations that are professional and communicate effectively. Learn advanced techniques on graphic design principles, including page layout, typography, and basic design considerations. Create an effective visual presentation on any software you choose. CEUs awarded. $202 includes $105 fee.

Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

Sec. 201 April 4-29 ONLN LERN

OLA 336

Creating Mobile Apps with HTML5

Learn how to use HTML5, CSS3, JavaScript, jQuery and Web application programming interfaces (API) to create cross-platform mobile applications and mashups. Discover how to optimize a Web application for almost any mobile device including Apple's iOS, Android, Blackberry and Windows. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

OLN 389

Introduction to Networking

Study types of networks and benefits including LAN, WAN, Internet and intranet. Review network components, topologies and cabling. Get an overview of network security, management issues, troubleshooting and network environments. CEUs awarded. $132 includes $72 fee.

Prerequisite: Working knowledge of relational databases and basic knowledge of the Microsoft Windows operating system and its core functionality.

Note: Online course. Offered in partnership with New Horizons Computer Learning Center.

Sec. 201 April 13-June 3 ONLN NHRZ
Sec. 202 May 18-July 8 ONLN NHRZ

OLN 390

Intermediate Networking

Explore networking technology including virtual private networks and Internet connectivity. Examine routing protocols and TCP/IP. Understand fundamentals of network security and encryption. Work with Domain Name System concepts, components, resource records and resolution. CEUs awarded. $132 includes $72 fee.

Prerequisite: OLN 389 Introduction to Networking or equivalent knowledge.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Iseminger
Sec. 202 May 18-July 8 ONLN EDGO David Iseminger

OLN 367

Introduction to PC Security

Review fundamentals of PC and network risks and security. Learn about ways computers are accessed without owner knowledge and how to prevent various network attacks. Explore sharing files and data safely. Learn to install and configure a firewall. CEUs awarded. $132 includes $72 fee.

Prerequisite: Working knowledge of computer hardware and software.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Debbie Mahler
Sec. 202 May 18-July 8 ONLN EDGO Debbie Mahler

OLN 347

Advanced PC Security

Learn how to maximize the performance of computer systems, troubleshoot problems, and recover lost data and files. Use ethical hacking techniques to locate and close security holes in your network. Learn how to conduct a security audit on a network. Explore vulnerabilities of operating systems, software and networks. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Debbie Mahler
Sec. 202 May 18-July 8 ONLN EDGO Debbie Mahler

NTW 555 NEW

Introduction to Digital Forensics: Evidence Handling and Incident Response

Explore technical and legal fundamentals for handling digital evidence. Follow scenario-based approaches to evidence gathering, preservation and data acquisition. Learn to coordinate a response approach, seize evidence according to a scope of authority, and perform a legally defensible acquisition of data using industry standard commercial and open source digital forensics tools. CEUs awarded. $267 includes $23 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 4 sessions CCPT 340A
Th 6-8:45 pm April 7-28

PROGRAMMING, CODING AND SCRIPTING

CTR 392

Python Programming: Introduction

Learn the basics of computer programming with Python. Examine expressions, variables, conditionals, loops, lists, sets, dict., functions, objects and exceptions. Develop, test and debug Python programs. Textbook information available at AAC Bookstore.

CEUs awarded. $314 includes $22 fee.

Prerequisite: Experience performing basic computer and file management tasks on a modern operating system.

Sec. 202 6 sessions CCPT
Sa 8:30 am-12:30 pm April 9-May 14
Sec. 201 6 sessions CALT 136
Th 6-10 pm May 12-31

CTR 394 NEW

Cybersecurity: Introduction

Learn cybersecurity history, regulations and trends. Review operating systems, file structures, hardware and software, network devices and configurations, and offensive and defensive strategies. Explore career opportunities and the types of abilities needed. CEUs awarded. $208 includes $22 fee.

Sec. 201 5 sessions CCPT 333
TuTh 6-9:45 pm April 21-May 5
Sec. 202 5 sessions CCPT
TuTh 6-9:45 pm May 3-17

CTR 395 NEW

Command Line and Scripting: Introduction

Learn the basics of command line usage for Windows and Linux including commands for everyday tasks, navigation, networking and more. Perform computing tasks more efficiently by incorporating commands into scripts. CEUs awarded. $208 includes $22 fee.

Sec. 201 5 sessions Arnold campus
Sa 8:30 am-12:30 pm April 9-May 7
Sec. 202 6 sessions CCPT 333
TuTh 6-10 pm May 10-26
OLN 308
Intermediate SQL
Learn how to write and implement complex queries on multiple tables simultaneously. Discover advanced filtering, update and insertion techniques. Create queries that accept input from users and perform complicated searches on strings and dates. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Cecelia Allison
Sec. 202 May 18-July 8 ONLN EDGO Cecelia Allison

OLN 335
Introduction to Python 3 Programming
Learn how to create basic programming structures and work with object-oriented techniques. Explore some unique Python data structures like tuples and dictionaries. Create graphic elements from simple squares and circles to user interface objects like buttons and labels. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Mike Orsega
Sec. 202 May 18-July 8 ONLN EDGO Mike Orsega

OLN 344
Introduction to JavaScript
Enhance Web pages with interactive elements. Learn to create and implement features such as buttons, photo carousels and collapsible panels. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Mike Orsega
Sec. 202 May 18-July 8 ONLN EDGO Mike Orsega

OLN 345
Introduction to Visual Basic
Learn the building blocks of programming using variables, control structures and loops. Explore the use of the .NET Framework in the function library and library controls. Examine event-driven and object-oriented programming concepts. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Jeffrey Kent
Sec. 202 May 18-July 8 ONLN EDGO Jeffrey Kent

OLN 352
Advanced CSS3 and HTML5
Learn how to use new features in CSS3 and HTML5 to design animated interactive websites for desktops, laptops and mobile devices. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO David Karlins
Sec. 202 May 18-July 8 ONLN EDGO David Karlins

OLN 358
Introduction to CSS3 and HTML5
Develop Web design skills with CSS3 and HTML5, the new standard for Web developers. Create large websites and have precise control over the appearance of every page. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Alan Simpson
Sec. 202 May 18-July 8 ONLN EDGO Alan Simpson

OLN 359
Intermediate CSS3 and HTML5
CSS3 and HTML5 are the foundation upon which modern websites and many mobile apps, games and desktop apps are built. Take skills to the next level to create professional websites. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Alan Simpson
Sec. 202 May 18-July 8 ONLN EDGO Alan Simpson

OLN 339
Introduction to PHP and MySQL
Learn how to create an interactive website. Use PHP programming language to generate websites that automatically change as data is updated and use MySQL database server with PHP to store and retrieve data on the Web. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Richard Blum
Sec. 202 May 18-July 8 ONLN EDGO Richard Blum

OLN 340
Intermediate PHP and MySQL
Learn how to create an interactive online store using advanced PHP techniques and MySQL database server. Create PHP functions, tables and views using MySQL console, logon controlled administration Web pages and PHP code to display images from the database. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Richard Blum
Sec. 202 May 18-July 8 ONLN EDGO Richard Blum

OLN 396
Introduction to Programming
Learn how to create and work with graphical user interfaces (GUIs), controls, variables, arrays, conditional logic and loops. Discover how to add sound and graphics. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Richard Blum
Sec. 202 May 18-July 8 ONLN EDGO Richard Blum

OLN 352
Intermediate Java Programming
Learn about reading and writing data files, organizing information with multiple classes in Java’s class hierarchy and creating GUI applications using Java tools. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Brian Hall
Sec. 202 May 18-July 8 ONLN EDGO Brian Hall

OLN 354
Introduction to ASP.NET
Learn to create professional-looking, interactive Web pages with ASP.NET. Develop a community-based website that allows users to register, log in and create profiles. Explore the issue of Web security and how to secure a website against common attacks. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Jeffrey Kent
Sec. 202 May 18-July 8 ONLN EDGO Jeffrey Kent

OLN 355
Introduction to C# Programming
Learn the fundamentals of computer programming with C#. Explore input/output operations, decision making, looping and object-oriented programming principles. Utilize sequential data files and build a Graphical User Interface (GUI) application. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Mike Orsega
Sec. 202 May 18-July 8 ONLN EDGO Mike Orsega

OLN 356
Intermediate C# Programming
Learn how to write applications with GUI controls including buttons, labels, text boxes and check boxes. Also learn how to put menus and toolbars into your program to make them easier to use. Find out how to make your program interact with sequential files, random access files and databases. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Mike Orsega
Sec. 202 May 18-July 8 ONLN EDGO Mike Orsega

OLN 357
Introduction to C++ Programming
Learn how to program in C++. Discover how to create programs for Microsoft Windows using Microsoft Visual C++ 2005 Express Edition. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Sherry London
Sec. 202 May 18-July 8 ONLN EDGO Sherry London
OLN 369
Introduction to Java Programming
Add animated presentations, interactive tutorials, computer-based simulations or games to websites. Focus on Web programming fundamentals. Create stand-alone Java applets and learn to integrate them into your design. CEUs awarded. $132 includes $72 fee.
Prerequisite: OLN 381 Creating Web Pages or equivalent knowledge.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Cindy Delia
Sec. 202 May 18-July 8 ONLN EDGO Cindy Delia

OLN 391
Introduction to Structured Query Language (SQL)
Learn key SQL concepts and gain a solid working knowledge of this universal database programming language. Work with the basic structure of relational databases. Learn to read and develop simple and complex SQL statements. Use advanced data manipulation techniques. CEUs awarded. $132 includes $72 fee.
Prerequisite: Working knowledge of database structure.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Cecelia Allison
Sec. 202 May 18-July 8 ONLN EDGO Cecelia Allison

OLN 392
Introduction to Oracle
Use the Oracle database management system to plan, organize and manage data. Build various database objects. Develop simple SQL, DDL and Data Control Language statements to create, update and delete database objects and records information. Includes ways to query data and create reports. CEUs awarded. $132 includes $72 fee.
Prerequisite: Working knowledge of database structure.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Cindy Delia
Sec. 202 May 18-July 8 ONLN EDGO Cindy Delia

OLN 377
Intermediate Oracle
Study Procedural Language/Structured Query Language (PL/SQL), its core features and components as well as the skills necessary to write powerful, flexible programs. Learn to build fully functional PL/SQL programs using procedures, packages, debugging routines, database structures, triggers and cursor processing. CEUs awarded. $132 includes $72 fee.
Prerequisite: OLN 392 Introduction to Oracle or equivalent knowledge and working knowledge of database structure.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Cindy Delia
Sec. 202 May 18-July 8 ONLN EDGO Cindy Delia

CTR 393
SQL: Introduction
Gain a sound understanding of SQL and learn to write your own script to insert, extract and manipulate data with ease. Textbook information available at AACC Bookstore. CEUs awarded. $173 includes $22 fee.
Sec. 201 2 sessions CCPT
MW 6-10 pm May 2-4
Sec. 202 2 sessions CALT 136 Tu 8:30 am-12:45 pm May 3-10

CTR 398
Perl Programming: Introduction
Learn the basics of programming with Perl, a scripting language used by UNIX and Windows. Create effective, reusable Perl scripts and exploit object-oriented packages available on the Internet. Build scripts that can be used on UNIX, Linux, Windows and MacOS. Textbook information available at AACC Bookstore. CEUs awarded. $334 includes $22 fee.
Prerequisite: Familiarity with UNIX or Windows and some experience with a programming language preferred.
Sec. 201 6 sessions CCPT
TuTh 6-9:45 pm May 17-June 2

Microsoft Project: Advanced Techniques
Discover how to retool your skills and deal with the realities of managing technology projects on accelerated schedules. Learn to meet and overcome the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Tom Myers
Sec. 202 May 18-July 8 ONLN EDGO Tom Myers

CTU 310
Expanding Your Business with Unmanned Aerial Systems (UAS)
Discover applications of UAS in business and learn how to start and operate a UAS business. Create a business plan. Review current and possible future FAA regulations and licensing requirements, legal considerations and privacy concerns. CEUs awarded. $587 includes $387 fee.
Sec. 201 1 session CCPT 317
Sa 8:30 am-5:30 pm April 16

CTU 308
Introduction to Unmanned Aerial Systems (UAS)
Learn about UAS technology and Unmanned Aerial Vehicles (UAVs), also called drones. Examine government, military and civil applications including commercial and hobbyist activities. Discuss legal, regulatory and ethical issues. CEUs awarded. $267 includes $23 fee.
Sec. 201 4 sessions CCPT 316
MW 5-5:45 pm May 2-11

CTU 304
Introduction to Unmanned Aerial Systems (UAS) in Precision Agriculture
Review UAS use in precision agriculture. Examine how UAS operations offer the potential of higher crop yields, more precise application of treatments, early detection of crop health issues and increased revenues. CEUs awarded. $347 includes $287 fee.
Sec. 201 1 session CCPT 316
Th 8 am-12:30 pm April 7

CTU 306
Introduction to Unmanned Aerial Systems (UAS) and the Law
Examine how UAS use has raised questions on privacy and other issues. Review legal considerations discuss the outlook on future developments. Focus on the American legal system as related to UAS operations, Federal Aviation Administration regulations, and other legal considerations including negligence, liability and privacy. CEUs awarded. $347 includes $287 fee.
Sec. 201 1 session CCPT 317
Tu 8 am-12:30 pm April 19

CTU 307
The Current State of Unmanned Aerial Systems (UAS) Standards and Regulations
Examine how regulations and standards affecting the UAS community are in a state of change and modernization. Learn today’s UAS regulations and best practices, discuss the outlook for anticipated future federal guidance. CEUs awarded. $347 includes $287 fee.
Sec. 201 1 session CCPT 317
Tu 1-5:30 pm April 19

FOR INFORMATION CALL 410-777-2325
REGISTRATION INFORMATION 410-777-2325
CYBER AND TECHNOLOGY
AACC, in partnership with ed2go, offers many online courses in a number of areas for beginners to advanced users and specialty topics in between.

Online courses provide a convenient and economical approach to learning. You can take a short interactive quiz “Are Online Learning Courses Right for Me?” at www.aacc.edu/virtualcampus/coned to help you decide if this option fits your learning needs.

All courses require Internet access, email and Internet Explorer or other browser. Visit www.ed2go.com/aacc to view the entire online course inventory and for course information including description, cost and access and registration instructions.

For information about AACC's noncredit computer and technology training courses, visit www.aacc.edu/it or contact us at technologytraining@aacc.edu or 410-777-1333.

Course dates are: April 13–June 3 May 18–July 8

Prices range from $130–$190.

### ADOBE
Introduction to Lightroom 5 (OLA 360)
Introduction to Lightroom CC (OLT 345)
Introduction to Adobe Edge Animate (OLT 302)
Introduction to Adobe Flash CS6 (OLT 303)

### ADOBE DREAMWEAVER
Introduction to Dreamweaver CS6 (OLA 341)
Intermediate to Dreamweaver CS6 (OLA 348)

### ADOBE ILLUSTRATOR
Introduction to Illustrator CS6 (OLT 309)

### ADOBE INDESIGN
Introduction to Adobe InDesign CS6 (OLA 351)
Introduction to InDesign CC (OLA 369)
Intermediate InDesign CC (OLT 340)

### ADOBE PHOTOSHOP
Introduction to Photoshop CS6 (OLA 332)
Intermediate Photoshop CS6 (OLA 333)
Introduction to Photoshop Creative Cloud (OLA 375)
Intermediate Photoshop Creative Cloud (OLT 323)
Photoshop CS6 for the Digital Photographer (OLA 334)
Photoshop CC for the Digital Photographer (OLA 353)
Photoshop CC for the Digital Photographer 2 (OLA 361)
Photoshop Elements 12 for the Digital Photographer (OLA 355)
Photoshop Elements 12 for the Digital Photographer 2 (OLA 356)
Photoshop Elements 13 for the Digital Photographer (OLT 321)
Photoshop Elements 13 for the Digital Photographer 2 (OLT 322)

### COMPTIA
A+ Certification Basic: Hardware 1 (OLN 378)
A+ Certification Intermediate: Operating Systems 1 (OLN 379)
A+ Certification Advanced: Hardware/Operating Systems 2 (OLN 380)

### COMPUTER FUNDAMENTALS
Computer Skills for the Workplace (OLN 346)
Keyboarding (OLN 361)
Introduction to PC Troubleshooting (OLT 388)

### COMPUTER OPERATING SYSTEMS
Introduction to Windows 8 (OLT 306)
Introduction to Windows 10 (OLT 347)
LPI Linux Essentials Exam Prep (OLT 349)

### COMPUTER TRAINING FOR THE RE-ENTRY PROFESSIONAL
Resume Writing (ONL 323)
12 Steps to a Successful Job Search (ONL 334)

### DATABASE DESIGN AND DEVELOPMENT
Get Started/Game Development (OLA 350)

### GRAPHICS, WEB DESIGN AND DEVELOPMENT
Intermediate Flash Cs6 (OLA 364)
Introduction to Digital Scrapbooking (OLA 326)

### INTERNET AND WEB APPLICATIONS
Introduction to Google Analytics (OLA 347)
Achieve Top Search Engine Positions (OLI 337)
Marketing Business on the Internet (OLN 385)
Blogging and Podcasting for Beginners (OLT 342)

### MICROSOFT ACCESS
Introduction to Microsoft Access 2010 (OLA 314)
Intermediate Access 2010 (OLA 319)
Introduction to Microsoft Access 2013 (OLA 373)
Intermediate Microsoft Access 2013 (OLA 374)

### MICROSOFT APPLICATIONS
What’s New in Microsoft 2010 (OLA 320)
What’s New in Microsoft Office 2013 (OLT 312)
Whether you are a current IT or business professional or may be looking to start your career, AACC offers a variety of certificate programs to meet your needs. Our noncredit certificate programs have been crafted specially to help prepare you for the numerous jobs available within the computer technology field. Classes meet during the day, evening, weekends and online. See pages 76-81 to learn more or visit www.aacc.edu/it.

CERTIFICATES AVAILABLE IN ...
- Accounting Principles Using Technology
- Cloud Essentials
- Computer Training for the Re-Entry Professional
- Cyber Analyst
- Digital Home Technology Integration
- E-Learning Instructional Design
- Fundamentals of 21st Century Project Management
- Information Systems Security Professional Exam Preparation
- Introduction to Mobile App Development
- IT Infrastructure Library v3 Foundation Exam Prep
- IT Project Management
- PC Technician/A+ Certification Prep
- Web Design

PROJECT MANAGEMENT
High Speed Project Management (OLN 386)

SOCIAL MEDIA TECHNOLOGIES
Jumpstart Career LinkedIn (OLA 365)

VIDEO AND VIDEO EDITING
Introduction to Camtasia Studio 8 (OLA 376)

VIRTUALIZATION AND CLOUD COMPUTING
Understanding the Cloud (OLA 372)

WEBSITE DESIGN AND DEVELOPMENT
Advanced Web Pages (OLA 312)
Introduction to CorelDRAW X5 (OLA 323)
Introduction to Adobe Acrobat X (OLA 330)
Introduction to Final Cut Pro X (OLA 340)
Write Effective Web Content (OLA 370)
Designing Effective Websites (OLA 344)
Introduction to Creating a WordPress Website (OLA 394)
Creating WordPress Website 2 (OLA 327)
Creating Web Pages (OLA 381)
Create jQuery Mobile Websites (OLT 300)
Responsive Web Design (OLT 346)

WIRELESS
Wireless Networking (OLT 361)

MICROSOFT EXCEL
Introduction to Microsoft Excel 2010 (OLI 391)
Intermediate Microsoft Excel 2010 (OLA 311)
Advanced Microsoft Excel 2010 (OLA 338)
Introduction to Microsoft Excel 2013 (OLT 311)
Intermediate Microsoft Excel 2013 (OLA 366)
Advanced Microsoft Excel 2013 (OLA 368)

MICROSOFT OUTLOOK
Introduction to Microsoft Outlook 2010 (OLA 309)
Introduction to Microsoft Outlook 2013 (OLT 310)

MICROSOFT POWERPOINT
Introduction to PowerPoint 2010 (OLA 318)
Introduction to Microsoft PowerPoint 2013 (OLA 371)

MICROSOFT PROJECT
Introduction to Microsoft Project 2010 (OLI 392)
Introduction to Microsoft Project 2013 (OLA 357)

MICROSOFT PUBLISHER
Introduction to Microsoft Publisher 2010 (OLT 348)
Introduction to Microsoft Publisher 2013 (OLA 357)

MICROSOFT WORD
Introduction to Microsoft Word 2010 (OLI 390)
Intermediate Microsoft Word 2010 (OLI 397)
Introduction to Microsoft Word 2013 (OLA 341)
Intermediate Microsoft Word 2013 (OLI 341)
Introduction to Microsoft Word 2011 for MAC (OLA 346)

MOBILE TECHNOLOGIES
Creating Mobile Apps HTML5 (OLA 336)

NETWORKING AND CYBERSECURITY
Advanced PC Security (OLI 347)
Introduction to Networking (OLI 389)
Intermediate Networking (OLI 390)
Introduction to PC Security (ONL 367)

PROGRAMMING, CODING AND SCRIPTING
Introduction to Python 3 Programming (OLA 335)
Mac, iPhone and iPad Programming (OLA 339)
Introduction to Javascript (OLA 344)
Introduction to Visual Basic (OLA 345)
Advanced CSS3 and HTML5 (OLA 352)
Introduction to CSS3 and HTML5 (OLA 358)
Intermediate CSS3 and HTML5 (OLA 359)
Introduction to PHP and MySQL (OLI 339)
Intermediate PHP and MySQL (OLI 340)
Introduction to Python 2.5 Programming (OLA 341)
Introduction to Ruby Programming (OLA 342)
Intermediate Visual Basic 2008 (OLI 355)
Introduction to Ajax Programming (OLI 379)
Introduction to Programming (OLI 396)
Introduction to ASPNET (OLI 354)
Introduction to C# Programming (OLN 355)
Intermediate C# Programming (OLN 356)
Intro to C++ Programming (OLN 357)
Intro to Java Programming (OLN 369)
Intermediate Java Programming (OLN 352)
Introduction to SQL (OLN 391)
Introduction to Oracle (OLN 392)
Intermediate Oracle (OLN 377)
Introduction to XML (OLT 334)
Introduction to Crystal Reports 10 (OLI 311)

NETWORKING AND CYBERSECURITY: CERT PREP
CompTIA Network + Cert Prep (OLN 348)
CompTIA Security + Cert Prep (OLN 349)
CompTIA Security+ Cert Prep 2 (OLN 337)

PROJECT MANAGEMENT
High Speed Project Management (OLN 386)

SOCIAL MEDIA TECHNOLOGIES
Jumpstart Career LinkedIn (OLA 365)

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Responsive Web Design (OLT 346)

WIRELESS
Wireless Networking (OLT 361)
CTU 308 \textbf{NEW}

**Unmanned Aerial Systems (UAS) for First Responder Leadership**

Gain an overview of UAS technologies, capabilities, regulations, legal responsibilities, and cost and benefit considerations for potential use in law enforcement, fire, rescue, emergency medical and disaster response applications. CEUs awarded. $347 includes $287 fee.

Sec. 201 1 session CCPT 317
Th 8 am-12:30 pm May 26

CTU 309 \textbf{NEW}

**Introduction to Unmanned Aerial Systems (UAS) Data Analytics**

Explore the foundations of remote sensing and data analysis as related to UAS. Examine sensors and remote sensing applications applicable to civil UAS operations with emphasis on data acquisition and processing. CEUs awarded. $347 includes $287 fee.

Sec. 201 1 session CCPT 317
Th 1-5:30 pm May 26

**WEB GRAPHICS DESIGN**

CCT 329

**Flash: Web Graphic Design**

Use the Flash vector-based application to create Web animation that downloads quickly. Learn techniques for drawing and tracing. Explore overlays, frames, layers, symbols, masks, motion tweening, motion guides and color effects. Textbook information available at AACC Bookstore. CEUs awarded. $461 includes $142 fee. Prerequisite: CTC 357 Windows 7 Basic or equivalent knowledge. Students seeking a Web design continuing education certificate must complete CTC 328 Photoshop: Web Graphic Design.

Sec. 201 8 sessions CALT 138
MW 6-10 pm April 4-27

CCT 323

**Adobe InDesign – Level 1**

Design professional-looking brochures, newsletters, flyers and multipage color publications. Learn how to create a new document, add text and graphics, use master pages, add columns, frame frames, create and apply styles, work with layers and prepare a file for print. Textbook information available at AACC Bookstore. CEUs awarded. $199 includes $50 fee. Prerequisite: Microsoft Windows and Microsoft Word Level 1 or equivalent knowledge.

Sec. 201 2 sessions CALT 138
TuTh 9 am-4:30 pm April 12-14

OLA 312

**Advanced Web Pages**

Learn to write HTML code for page content and CSS code for page styling. Create pages that work in both full-sized media and mobile devices. Discover how to build forms and embed video. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Karlins
Sec. 202 May 18-July 8 ONLN EDGO David Karlins

CCT 324

**Adobe InDesign – Level 2**

Learn how to develop complex paths, handle page elements, import and export data to external files, work with XML, manage long documents and adjust print settings. Textbook information available at AACC Bookstore. CEUs awarded. $199 includes $50 fee. Prerequisite: CTC 323 InDesign - Level 1 or equivalent knowledge.

Sec. 201 2 sessions CALT 138
TuTh 9 am-4:30 pm April 19-21

CCT 374

**Adobe Acrobat**

Learn to use Adobe Acrobat to create and deliver secure, high-quality PDF documents. Explore how to assemble electronic or paper files, websites, engineering drawings and email into reliable and easily shareable PDFs. Textbook information available at AACC Bookstore. CEUs awarded. $101 includes $37 fee. Prerequisite: CTC 357 Windows 7 Basic or equivalent knowledge. Students seeking a Web design continuing education certificate must complete CTC 397 Dreamweaver: Web Graphic Design.

Sec. 201 2 sessions CALT 138
TuTh 9 am-4:30 pm April 19-21

CCT 352

**Concept to Layout: Web Graphic Design**

Use HTML code and Adobe Dreamweaver, Flash and Photoshop to design and organize Web pages. Lay out Web pages using storyboards; handle navigational issues and external links; define image organization and information design; and set up style sheets. Select multimedia files and graphics that promote themes. Textbook information available at AACC Bookstore. CEUs awarded. $132 includes $27 fee. Prerequisite: CTC 374 Adobe Acrobat. Note: For students enrolled in the Web design continuing education certificate program.

Sec. 201 2 sessions CALT 316
TuTh 6-9:15 pm April 19-21

CCT 397

**Dreamweaver: Web Graphic Design**

Learn the basics of Dreamweaver. Explore planning a website, designing and using layers, building tables, creating animated banners, laying out pages and managing the site. Build dynamic Web pages using image maps, rollovers and other features. Textbook information available at AACC Bookstore. CEUs awarded. $461 includes $142 fee. Prerequisite: CTC 357 Windows 7 Basic or equivalent knowledge and CCT 329 Flash: Web Graphic Design. Note: Bring a USB drive to class to store files.

Sec. 201 8 sessions CALT 138
MW 6-10 pm May 2-25

**COCES AND CERTIFICATIONS**

**WEBSITE DESIGN AND DEVELOPMENT**

OLA 327

**Creating WordPress Websites 2**

Discover how to use WordPress to create and manage dynamic websites and blogs without any technical coding. Learn how to choose a domain name and hosting company, and install the software. Use plug-ins to add a shopping cart, optimize search engine results and secure a website. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO John Agress
Sec. 202 May 18-July 8 ONLN EDGO John Agress

OLA 340

**Introduction to Final Cut Pro X**

Learn how to use Apple’s Final Cut Pro X editing software to edit video presentations. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Lewis Weinberg
Sec. 202 May 18-July 8 ONLN EDGO Lewis Weinberg

OLA 370

**Write Effective Web Content**

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Linda Aksamit
Sec. 202 May 18-July 8 ONLN EDGO Linda Aksamit

OLA 344

**Designing Effective Websites**

Learn powerful graphic design techniques for building an effective website. Examine the basics of user centered design, five steps to organizing information, how site design themes can be used for information delivery and Web page design considerations. CEUs awarded. $132 includes $72 fee.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO Patricia Franks
Sec. 202 May 18-July 8 ONLN EDGO Patricia Franks

WWW.AACC.EDU/CONED
OLI 394
Introduction to Creating a WordPress Website
Learn how to organize a blog or website, create appealing content and achieve better positions on search engine results pages. Create pages and posts, add images and videos, and use design themes. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO John Agress
Sec. 202 May 18-July 8 ONLN EDGO John Agress

OLI 399
Introduction to Crystal Reports
Learn how to extract, sort and group the information from a database or accounting program to create reader-friendly reports. Discover how to format material to create a professional look. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Allen Taylor
Sec. 202 May 18-July 8 ONLN EDGO Allen Taylor

OLN 381
Creating Web Pages
Learn the capabilities of the Internet and the fundamentals of Web design. Plan the content, structure, links and layout of a website. Learn about search engine listings and low-cost marketing strategies. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO John Agress
Sec. 202 May 18-July 8 ONLN EDGO John Agress

OLT 300
Creating jQuery Mobile Websites
Build a complete, professional mobile site and define it as an alternate to a site aimed at desktop and laptop users. Learn to use Dreamweaver’s jQuery Mobile tools as well as JavaScript. CEUs awarded. $132 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO David Karlins
Sec. 202 May 18-July 8 ONLN EDGO David Karlins

OLA 387
Boosting Website Traffic
Learn how to analyze visitor traffic to boost website traffic. Explore how search engine optimization gives greater visibility and exposure in Google searches. Discuss redesigning website copy to increase visitors and results. CEUs awarded. $202 includes $105 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 May 2-27 OLN LERN Dan Belhassen Susan Hurrell

WINDOWS 8.1

ONH 343 NEW Configuring Windows 8.1
Learn to install and customize Windows 8.1 operating systems and apps, integrate and control access to domains and cloud services, and migrate and synchronize settings across multiple devices. CEUs awarded. $2,982 includes $2,090 fee.
Prerequisites: Minimum two years’ experience in the IT field; knowledge of networking fundamentals including Transmission Control Protocol/Internet Protocol (TCP/IP), User Datagram Protocol (UDP), and Domain Name System (DNS); knowledge of Microsoft Active Directory Domain Services (AD DS) principles and fundamentals of AD DS management; understanding of the certificate security and working knowledge of the fundamentals of Active Directory Certificate Services (AD CS); understanding of Windows Server 2008 R2 or Windows Server 2012 fundamentals; understanding of Microsoft Windows Client essentials; basic understanding of Windows PowerShell syntax; basic awareness of Windows deployment tools (Windows ADK components: Windows PE, Windows SIM, VAMT, ImageX, USMT, and DISM concepts and fundamentals) but no actual prerequisite skills with the specific tools are assumed.
Note: Online course. Offered in partnership with New Horizons Computer Learning Center.
Sec. 201 5 sessions ONLN NHRZ MtuWTThF 9 am-3 pm April 18-22

WINDOWS POWERSHELL

ONH 357 NEW Automating Administration with Windows PowerShell
Learn how to remotely manage single or multiple Windows-based servers and automate day-to-day management and administration tasks with Windows PowerShell 3.0. CEUs awarded. $2,982 includes $2,090 fee.
Prerequisites: Experience in general Windows Server and Windows Client administration or experience in administering and supporting application servers and services including applications such as Exchange, SharePoint and SQL, experience installing and configuring Windows Server into existing enterprise environments, or as stand-alone installations, knowledge and experience of network adapter configuration, basic active directory user administration, and basic disk configuration. Knowledge and hands on experience specifically with Windows Server 2012 and Windows 8 would be of benefit but are not essential.
Note: Online course. Offered in partnership with New Horizons Computer Learning Centers.
Sec. 201 5 sessions ONLN NHRZ MtuWTThF 9 am-3 pm April 18-22

ONH 358 NEW Advanced Automated Administration with Windows PowerShell
Learn advanced automated administration with Windows PowerShell 3.0 built on Windows Server 2012 R2 and Windows 8. Focused on Windows PowerShell v4.0. It also is relevant in Windows PowerShell 2.0 and 3.0. CEUs awarded. $1,792 includes $1,257 fee.
Note: Online course. Offered in partnership with New Horizons Computer Learning Centers.
Sec. 201 3 sessions ONLN NHRZ MtuW 9 am-5 pm April 25-27

WINDOWS SERVER

ONH 355 NEW Installing and Configuring Windows Server 2012
Gain the knowledge and skill to implement and configure core services including Active Directory Domain Services (AD DS), networking services and Microsoft Hyper-V Server 2012. CEUs awarded. $2,982 includes $2,090 fee.
Prerequisites: Good Windows operating system knowledge and experience required. Good understanding of networking fundamentals, configuration of security and administration tasks in an enterprise environment, and experience supporting or configuring Microsoft Windows clients necessary.
Note: Online course. Offered in partnership with New Horizons Computer Learning Center.
Sec. 201 5 sessions ONLN NHRZ MtuWTThF 9 am-5 pm April 18-22
Sec. 202 3 sessions ONLN NHRZ MtuW 10 am-6 pm May 16-20

ONH 359 NEW Administering Windows Server 2012
Learn to perform the administrative tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy. CEUs awarded. $2,982 includes $2,090 fee.
Prerequisites: Knowledge and skills concerning the initial implementation and configuration of core Windows Server services including Active Directory Domain Services (AD DS), Networking Services and Microsoft Hyper-V. The course prerequisites can be met by having knowledge equivalent to, or by attendance at, ONH-351, Installing and Configuring Windows Server 2012.
Note: Online course. Offered in partnership with New Horizons Computer Learning Center.
Sec. 201 5 sessions ONLN NHRZ MtuWTThF 9 am-5 pm April 18-22
DENTAL ASSISTANT

For information regarding a continuing education certificate in Dental Assisting and Radiology, see pages 76-81.

OCA 348
Dental Assisting and Radiology
Learn the basic skills necessary to work as an entry-level dental assistant in this fast-paced course. Review dental anatomy, terminology, restorative materials, infection control and chairside techniques. Prepare for the Dental Assisting Board’s radiology certification exam. Review job search techniques. Textbook information available at AACC Bookstore. CEUs awarded. $1,209 includes $486 fee and DANB test fee.

Note: High school diploma or GED.

Wireless Networking
Learn about the latest wireless technology and how it works. Understand how to build and connect to a wireless network. Explore standards, security, satellite Internet and cellular phone technology and the future of wireless. CEUs awarded. $132 includes $72 fee.

Prerequisite: OLN 390 Intermediate Networking or equivalent working knowledge.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Isenimer
Sec. 202 May 18-July 8 ONLN EDGO David Isenimer

OLA 384
Creating Cell Phone Apps for Business
Learn to build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Develop and deploy smartphone applications quickly and inexpensively. CEUs awarded. $252 includes $130 fee.

Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

Sec. 201 May 2-27 ONLN LERN Dan Belhassen
Sec. 202 April 13-June 3 ONLN LERN Dan Belhassen

WIRELESS

ONL 361
Wireless Networking
Learn about the latest wireless technology and how it works. Understand how to build and connect to a wireless network. Explore standards, security, satellite Internet and cellular phone technology and the future of wireless. CEUs awarded. $132 includes $72 fee.

Prerequisite: OLN 390 Intermediate Networking or equivalent working knowledge.

Note: Online course. Offered in partnership with ed2go.

Sec. 201 April 13-June 3 ONLN EDGO David Isenimer
Sec. 202 May 18-July 8 ONLN EDGO David Isenimer

ELECTRICAL

Electrical Apprenticeships AACC co-sponsors two electrical apprenticeships approved by the Maryland Apprenticeship Training Council: one with The Associated Builders and Contractors/Chesapeake (ABC) and the other with Independent Electrical Contractors/Chesapeake (IEC). ABC Electrical Apprenticeship Hours of training: 144 hours per year of classroom training and 2,000 hours per year of on-the-job training for four years. For more information, call ABC at 410-267-0347. IEC Electrical Apprenticeship Hours of training: 144 hours per year of classroom training and 2,000 hours per year of on-the-job training for four years. For more information call IEC at 800-470-3013.

OCA 349
Dental Radiology
Learn the terminology and safety techniques necessary to produce dental radiographs. Study digital radiology procedures, basic exposure, positioning techniques and infection control. Upon completion students will be able to sit for the Dental Assisting National Board’s Radiology Certification Examination. CEUs awarded. $721 includes $402 fee and DANB test fee.

Prerequisite: High school diploma or GED.

Note: Proof of employment in a dental office required. Call 410-777-2447 prior to registration.

Sec. 201 13 sessions FLRS 119 F 5-8:30 pm May 13-Aug. 12

OCA 333
Dental Assistant Radiology Safety Update
Learn updates on radiology safety techniques and procedures for dental assistants and hygienists. Course meets Maryland’s eight-hour requirement for dental assistant radiology recertification. CEUs awarded. $131 includes $36 fee.

Note: Proof of employment in a dental office or prior completion of a dental assisting program required. Call 410-777-2925 prior to registration.

Sec. 201 1 session FLRS 119 Sa 8 am-4 pm May 21

OPT 306
Forest Conservation Qualified Professional Training
Complete state-approved training leading to the Maryland Forest Conservation Qualified Professional license. Study forest stand delineation, tree inventories and how changes in land use affects trees. CEUs awarded. $307 includes $27 fee.

Note: Applicants must have a B.S. degree or four years of experience in natural resources or an M.S. degree and one year of experience. Those completing this course may apply for qualified professional status to prepare forest conservation plans and stand delineations required by the Forest Conservation Act.

Sec. 201 15 sessions CCPT TuTh 6-9 pm April 5-May 24 Earl Reaves
Sa 8 am-12:15 pm April 16
Su 8 am-5 pm May 7

ENVIRONMENTAL EDUCATION

Visit us on the Web at www.aacc.edu/environment. For information regarding a continuing education certificate in Environmental Landscape Management, see pages 76-81.

ENV 512
Rain Garden and Environmental Site Design
Study rain garden and environmental site design to increase marketable skills in site assessment, design elements, construction specifications and permit processing. Get hands-on experience by constructing and planting a rain garden. $715 includes $7 fee. Prerequisites: Professional landscape design or construction experience required.

Note: Designed as a prerequisite to ENV 513 Sustainable Landscape Maintenance.

Sec. 201 1 session CCPT TuTh 6-9:15 pm April 5-May 3 Lesley Riddle
Sa 9 am-4:30 pm May 7

ENV 513
Sustainable Landscape Maintenance
Learn to manage landscapes sustainably by reducing fertilizer, pesticide and water use. Build an understanding of plant ecosystem needs to reduce costs and market a green landscape business. Textbook information available at AACC Bookstore. CEUs awarded. $137 includes $7 fee.

Prerequisite: Some professional landscape experience recommended. Students in the Environmental Landscape Management certificate program must complete ENV 508 Smart Landscape Design for the Environment, ENV 512 Rain Garden and Environmental Site Design, ENV 579 Soil Management and HDR 329 Woody Plants for Landscape Installation prior to registering.

Sec. 201 3 sessions AMIL Tu 6-9:15 pm May 10-17 Lesley Riddle
Sa 8 am-12:15 pm May 21
AGRICULTURE

ENV 581 NEW Pesticide Use and Safety
Prepare to take the Maryland private applicator’s license exam. Learn about pest management, federal pesticide laws, labeling, hazards and first aid, protective equipment, environmental impact, storage and emergency response. CEUs awarded. $350† includes $277 fee.
Note: Online course. Offered in partnership with the Maryland Department of Agriculture for pesticide application certification/licensure.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

ENV 582 NEW Landscape and Exterior Pest Management
Learn integrated pest management in ornamental landscapes. Identify abiotic factors, weeds, insects, mites, pathogens and nematodes that occur on landscape ornamentals in the Mid-Atlantic. Discover chemical and nonchemical pest management tactics, safety concerns and business practices. CEUs awarded. $350† includes $277 fee.
Note: Online course. Offered in partnership with Express Certification. Equivalent to six months as a registered employee in the category: Ornamental-Exterior Pest Control. Approved by the Maryland Department of Agriculture for pesticide applicator certification/licensure. Meets the education requirement for the Certification. Equivalent to six months as a registered employee in the category: Aquatic Pest (weed) Control.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

ENV 583 NEW Greenhouse and Interior Pest Management
Learn the principles of integrated pest management in greenhouses and interior ornamental plants. CEUs awarded. $350† includes $277 fee.
Note: Online course. Offered in partnership with Express Certification. Meets the education requirement for the Maryland Department of Agriculture pesticide applicator certification exam, Category 3b, and the greenhouse portion of the Virginia Ornamental, Category 3a.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

ENV 584 NEW Turfgrass Management
Learn how to diagnose and treat insect, disease and weed problems in turf. CEUs awarded. $350† includes $277 fee.
Note: Online course. Offered in partnership with Express Certification. Equivalent to six months as a registered employee in Category 3c: Turfgrass Pest Management.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

ENV 585 NEW Aquatic Pest Management
Prepare for certification in aquatic pest control. Commercial Pesticide Applicator Category 5a. Learn the principles of aquatic pest management, specifically aquatic pest “plants.” Discover how aquatic weeds are managed to protect property, people and resources. CEUs awarded. $350† includes $277 fee.
Note: Online course. Offered in partnership with Express Certification. Equivalent to six months as a registered employee in the category: Aquatic Pest (weed) Control.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

ENV 586 NEW Wood Destroying Organisms
Learn the principles of integrated pest management of wood-infesting pests, including identification and management methods. CEUs awarded. $350 includes $277 fee.
Note: Online course. Offered in partnership with Express Certification. Approved by the Maryland Department of Agriculture for pesticide application certification/licensure.
Sec. 201 May 2-Aug. 26 ONLN EXPRS David Jefferson

FITNESS CERTIFICATION

Visit us on the Web at www.aacc.edu/fitnesscert
For fitness and recreation courses, see pages 10-11. AACC is recognized by the Board of Certification Inc. to offer continuing education for certified athletic trainers.

FIT 501 Business Success for Fitness Professionals
Learn how to develop business and pricing strategy to build and maintain personal training clientele. Discover strengths that can distinguish a business from its competition. Learn online tools and channels for marketing. Textbook information available at AACC Bookstore. CEUs awarded. $150 includes $117 fee.
Note: Online course. Offered in partnership with World Instructor Training Schools (W.I.T.S.). Students have one year to complete. Nine modules, four-day practical lab, 30-hour internship, and written and practical exam are included. Location and dates for mandatory practical training dates to be provided by W.I.T.S.
Sec. 201 April 1-May 31 ONLN WITS Anna Bustamante

FIT 502 Exercise Program Design for Special Populations
Learn to design safe, effective exercise programs for individuals with chronic health issues. Explore the benefits of exercise and designing programs for individuals with heart disease, hypertension, asthma, obesity, diabetes, arthritis, osteoporosis and musculoskeletal problems. Textbook information available at AACC Bookstore. CEUs awarded. $150 includes $117 fee.
Note: Online course. Offered in partnership with World Instructor Training Schools (W.I.T.S.). Approved for 6 W.I.T.S. CECs and 0.6 IACET CEUs. Approved by the Maryland Board of Physical Therapy Examiners and the Maryland Board of Occupational Therapy Practice for 0.6 CEUs or 6 contact hours.
Sec. 201 April 1-May 31 ONLN WITS Amy Hyams

FIT 503 Nutritional Concepts
Explore nutritional information and concepts. Learn diet planning, government standards, food labeling, and the biological functions and food sources of each nutrient. Textbook information available at AACC Bookstore. CEUs awarded. $150 includes $117 fee.
Note: Online course. Offered in partnership with World Instructor Training Schools (W.I.T.S.). Approved for 6 W.I.T.S. CECs and 0.6 IACET CEUs.
Sec. 201 April 1-May 31 ONLN WITS Anna Bustamante

FIT 504 Older Adult Specialist Certification
Become a certified fitness program provider for older adults. Learn about physiological and physical effects of aging, chronic health problems, safe warm-ups, effective exercise programs, fitness assessments and marketing to the older adults. Textbook information available at AACC Bookstore. CEUs awarded. $699 includes $606 fee.
Note: Online course. Offered in partnership with World Instructor Training Schools (W.I.T.S.). Students have one year to complete. Eighteen hours of online lecture and training preparation, nine hours of live labs, three hours of testing and a 20-hour internship are included. Location and dates for mandatory practical training dates to be provided by W.I.T.S.
Sec. 201 April 1, 2016-April 1, 2017 ONLN WITS Amy Hyams

FIT 505 Group Exercise Certification
Learn recently published information regarding group exercise history, music, choreography and safety techniques. Review basic applied science relating to cardiovascular and muscular health and flexibility. Practical labs include skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing hi-low, aqua, indoor cycling and equipment-based class techniques. Textbook information available at AACC Bookstore. CEUs awarded. $699 includes $606 fee.
Note: Online course. Offered in partnership with World Instructor Training Schools (W.I.T.S.). Students have one year to complete. Nine modules, four-day practical lab, 30-hour internship, and written and practical exam included. Location and dates for mandatory practical training dates to be provided by W.I.T.S.
Sec. 201 April 1, 2016-April 1, 2017 ONLN WITS
CAREERS AND CERTIFICATIONS

their own flowers and materials. Before class. Call or study guide information. Wire cutters. Class fee covers flowers and materials used for arrangements. Bring pruning shears and/or floral knife and container selection. Determine appropriate care for flowers for optimal display life. Practice mechanics required to produce successful professional floral vase arrangements. $100 includes $52 fee. Note: Laboratory course gives students practice in vase arrangements. Bring pruning shears and/or floral knife and wire cutters. Class fee covers flowers and materials used for session one. For the second session, students will purchase their own flowers and materials.

CSS 586

Sports Nutrition Consultant Certification

Learn in-depth principles of nutrition to help sports clients with specific dietary and nutritional needs. Discuss current nutritional research, herb and vitamin supplements, and body composition testing. Explore links between nutrition and athletic performance and types of diet plans. Includes written exam. CEUs awarded. $112 includes $82 fee. Note: Offered in partnership with American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA). Study guide recommended. Read before class. Call 410-777-2939 for study guide information.

Sec. 201 1 session AMIL
Sa 10 am-6 pm April 16 Joseph Cannon

Sec. 202 1 session AMIL
Sa 10 am-6 pm May 21 Joseph Cannon

FLORAL DESIGN

This summer, the floral design certificate will be updated to align with new industry standards. For information, call 410-777-2121. For information regarding a continuing education certificate in Floral Design, see pages 76-81.

OCC 399 NEW

Floral Arrangements in Vases

Examine standard industry techniques for flower and container selection. Determine appropriate care for flowers for optimal display life. Practice mechanics required to produce successful professional floral vase arrangements. $100 includes $52 fee. Note: Laboratory course gives students practice in vase arrangements. Bring pruning shears and/or floral knife and wire cutters. Class fee covers flowers and materials used for session one. For the second session, students will purchase their own flowers and materials.

Sec. 201 2 sessions Arnold campus
Tu 7-9 pm May 24-31 Bianca Lord

OCA 322

Floriculture 3: High Style Designs

Demonstrate advanced floriculture skills by creating arrangements for various life events. Examine care and maintenance of live, dried and artificial plant material and accessories. Practice both traditional and contemporary styles. CEUs awarded. $287 includes $177 fee. Prerequisite: OCC 331 Floriculture 1 or six months of floral design experience. Note: Students should bring a floral knife or sharp pocket knife pruning shears, wire cutters, ribbon scissors, a snack, and a box to take home arrangements.

Sec. 201 5 sessions Arnold campus
Tu 7-9:30 pm April 12-May 10 Teresa Godfrey

FLR 300 NEW

Fresh Flower Care and Handling

Examine the proper conditioning procedures for the most common flowers used in floral design. Identify the categories of flowers and foliage, and explore the industry standard products used when handling them. $50 includes $27 fee. Note: Bring a floral knife, pruning shears, wire cutters, ribbon shears and a snack to class, and a box to take arrangements home.

Sec. 201 1 session Arnold campus
M 6:30-9:30 pm April 4 David Powers

FLR 301 NEW

Tropical Flower Design

Create warm, colorful, exotic, tropical designs using form flowers such as Bird of Paradise, Ginger, Protea, Anthurium, etc. $167 includes $107 fee. Note: Students should bring a floral knife, pruning shears, wire cutters, ribbon shears and a snack, and a box to take arrangements home.

Sec. 201 1 session Arnold campus
Su 12:30-4 pm April 24 Carol Inskeep

FLR 302 NEW

Merchandising for Retail Flower Shops

Examine techniques in visual merchandising for a retail flower shop. Identify target demographics, industry trends, display placement, sensory branding, cross merchandising and how these affect consumer spending. Create a floral arrangement for a display. $86 includes $32 fee. Prerequisites: OCC 331 Floriculture 1. Note: Students should bring a floral knife, pruning shears, wire cutters, ribbon shears and a bagged lunch, and a box to take home arrangements.

Sec. 201 1 session Arnold campus
Tu 6-9:30 pm April 5 Bianca Lord

FLR 303 NEW

Capstone Project for Floriculture

Earn a continuing education certificate in floriculture. Create a floral project as a final exam. $87 includes $57 fee. Prerequisite: OCC 331 Floriculture 1, OCU 335 Floriculture 2 and OCA 322 Floriculture 3 and 2 electives. Two electives chosen from course numbers OCU 351, OCA 357, OCA 321, OPI 347, OCA 353, OCA 350, OCU 327 or OCU 326.

Sec. 201 1 session Arnold campus
W 7-9 pm May 25 Teresa Godfrey

FLR 308 NEW

Spring Flowers

Create spring-inspired floral arrangements using flowering branches, bulbs and other spring botanical materials. Gain knowledge selecting fresh spring materials, construction mechanics, and techniques for loss prevention and optimal display life of an arrangement. $90 includes $57 fee. Note: Students should bring pruning shears or floral clippers, a small pocket knife or floral knife, ribbon scissors and wire cutters, and a box to take home arrangements.

Sec. 201 1 session Arnold campus
Tu 6-9:30 pm April 5 Bianca Lord

FLR 309 NEW

Wedding Ceremony Flowers

Create and decorate a large wedding ceremony structure, chair or pew decorations, aisle treatments and altar arrangements with fresh flowers. Discuss personalizing weddings for a variety of cultural traditions including Jewish, Indian and Persian. $189 includes $135 fee. Prerequisites: OCC 331 Floriculture 1 or permission of instructor. Note: Class is a mix of group and individual projects. Students should bring a floral knife, pruning shears, wire cutters, ribbon shears and a bagged lunch, and a box to take arrangements home.

Sec. 201 1 session Arnold campus
Sa 9:30 am-4:30 pm May 21 Teresa Godfrey

NEW

OCC 312

Capstone Project for Floriculture

Earn a continuing education certificate in floriculture. Create a floral project as a final exam. $87 includes $57 fee. Prerequisite: OCC 331 Floriculture 1, OCU 335 Floriculture 2 and OCA 322 Floriculture 3 and 2 electives. Two electives chosen from course numbers OCU 351, OCA 357, OCA 321, OPI 347, OCA 353, OCA 350, OCU 327 or OCU 326.

Sec. 201 1 session Arnold campus
W 7-9 pm May 25 Teresa Godfrey

NEW
HEALTH CARE

For caregiver training see health in the personal enrichment section, pages 15-16. For personal health courses for nonprofessionals see health in the personal enrichment section, pages 15-16. For Career Exploration courses, see page 38.

ASSISTED LIVING

ALM 501

Assisted Living Manager

Learn about assisted living residential care management. Examine the basics of business management and operation, admission and discharge criteria, clinical management of residents, service planning, nutrition, food safety, dementia, mental health, behavior management, emergency planning and how the aging process impacts care. $952 includes $32 fee.

Note: 8 contact hours/80 CE hours awarded. Meets Maryland Department of Health and Mental Hygiene, Office Health Care Quality licensing regulations. For information, visit www.aacc.edu/healthcare/assisted.

Sec. 201 10 sessions GBTC Tu-Th 9 am-6 pm April 26-May 26 Julie Kennedy

ALM 502

Assisted Living Manager – Update

Update knowledge in several areas, including philosophy of care for assisted living facilities, the aging process, developing a service plan and managing clinical environment. 2.0 contact hours/20 CE hours awarded. $325 includes $10 supply/lab fee.

Note: Update is required every two years by DHMH (OHQC) to maintain licensure for assisted living facilities with five beds or more in Maryland.

Sec. 201 3 sessions GBTC TuTh 9 am-5 pm April 12-19 Julie Kennedy

BASIC LIFE SUPPORT/CPR/ FIRST AID

NRN 514

ACLS Recertification

Review the importance of team management and communication, systems of care and immediate post-cardiac arrest care. Discuss airway management and related pharmacology. Practice in large group sessions as well as small group learning and testing stations. CEUs awarded. $175 includes $67 fee.

Note: Only for students who have a current (unexpired) American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Card (must present card to instructor at the beginning of the course). Students must be active health care providers whose training and scope of practice include a knowledge base surrounding the foundation of ACLS. For successful completion, students must demonstrate skills competency in all learning stations, pass CPR AED skills test, bag mask ventilation skills test, a Megacode test and written exam along with other critical skills. Students receive a two-year AHA ACLS course completion card. ACLS Recertification textbook will be provided in class. Dress comfortably.

Sec. 201 1 session GBTC 513 Su 9 am-6 pm April 10 Valerie Wright
Sec. 202 1 session GBTC 513 Su 9 am-6 pm May 22 Valerie Wright

NRN 517

ACLS Skills Testing

Gain hands-on practice in American Cardiac Life Support (ACLS) following the American Heart Association (AHA) e-Learning course. Participate in case-based scenarios, interactive activities and videos. CEUs awarded. $175 includes $85 fee.

Prerequisite: HeartCode® ACLS Part 1, Basic Life Support (BLS) Health Care Provider (HCP) CPR Card. Note: Meets the requirements for passing an AHA ACLS Provider course completion card. The skills session is a hands-on portion of the AHA e-Learning course that includes parts 2 and 3, skills practice and testing. For information regarding part 1, visit www.onlineAHA.org. ACLS Skills Testing by appointment only. To schedule ACLS Skills Testing session appointment, call 410-777-2974.

Sec. 201 1 session GBTC 513 M 11 am-1 pm April 18 Kyle Hastings
Sec. 202 1 session GBTC 513 M noon-2 pm May 23 Kyle Hastings

NRN 308

CPR for Health Care Professionals

Basic Life Support for health care providers, rescue personnel and lifeguards. Learn infant, child and adult CPR, use of the automated external defibrillator (AED), mouth-to-mouth, use of barrier devices and bag-mask techniques. CEUs awarded. $97 includes $19 fee.

Note: Bring textbook “BLS for Health Care Providers” and pocket mask (not face shield) to class. Both available at AACC Bookstore. Read book before class. Dress comfortably. Students who come unprepared may be asked to attend another class.

Sec. 201 1 session GBTC 513 Sa 9 am-5 pm April 9 Kyle Hastings
Sec. 202 1 session GBTC 513 Sa 9 am-5 pm May 21 Kyle Hastings

NSN 309

Health Care Provider CPR Recertification

Provides a Basic Life Support update for health care providers, rescue personnel and lifeguards. Reviews one- and two-rescuer CPR, airway management, use of the automated external defibrillator (AED) and use of bag-valve-mask and pocket mask. CEUs awarded. $62 includes $17 fee.

Note: Bring current American Heart Association certification card to class. Bring textbook “BLS for Health Care Providers” and pocket mask (not face shield) to class. Both available at AACC Bookstore. Read book before class. Dress comfortably. Students who come unprepared may be asked to attend another class.

Sec. 201 1 session GBTC 513 Sa 9 am-1 pm April 9 Kyle Hastings
Sec. 202 1 session GBTC 513 Sa 9 am-1 pm May 21 Kyle Hastings
NURSING
Students who are involved in clinical placement (Licensed Nurse Refresher and Medicine Aide students) are required to complete a criminal background check. Final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check. A separate criminal background check may be required by a clinical site prior to placement. If a student is denied from a clinical site, due to a background check result, the student shall be dismissed from the program and his/her registration withdrawn from courses related to the program. Students may be automatically dismissed from the program if they have not been truthful or have provided inaccurate information in the application. For information visit www.aacc.edu/healthcare or contact the Continuing Professional Education office cpe@aacc.edu or 410-777-2970.

Note: This course is for continuing education purposes only. This course will not qualify the student for professional certification/licensure for IV therapy.

Medicine Aide
Geriatric nursing assistants with one year of experience currently employed in a Maryland LTC nursing home, become certified to administer medications to nursing home clients. Learn about the recognition, safe preparation and administration of medications. Textbook information available at AACC Bookstore. CEUs awarded. $707 includes $32 fee.

Note: Students who successfully complete the course will receive a certificate valid for two years. To register, you must have prior approval from the program coordinator. For course information, qualifications and registration instructions, visit www.aacc.edu/healthcare/medaide.cfm. Background check for an additional fee is required.

Case Management for Professionals
Health professionals in acute care, subacute, long term, clinics and/or community settings explore the case management model, philosophies and domains. Identify the history, legal, ethical and best practices associated with case management. Prepare to sit for the American Association of Case Managers certification. CEUs awarded. $237 includes $30 fee.

Note: Students should have a current background in health care and understand medical terminology. 2.4 CEUs/24 CE hours awarded.

Medicine Aide Update
Certified medicine aides receive current information on state regulations, new drug and care procedures, and commonly used medications. CEUs awarded. $92 includes $17 fee.

Note: Students who successfully complete the course will receive a certificate valid for two years. To register, you must have prior approval from the program coordinator. For course information qualifications and registration instructions, visit www.aacc.edu/healthcare/medaide.
**PHLEBOTOMY**

**NRN 319**  
**Phlebotomy**  
Learn proper technique for venous and capillary blood specimen collection. Focus on venipuncture techniques, equipment and difficult draws. Some health care background recommended. CEUs awarded. $92 includes $37 fee.  
*Note: This course is for continuing education purposes only. This course will not qualify the student for professional certification/licensure as a phlebotomist. For information call 410-777-2970.*

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**PHYSICAL THERAPY/ OCCUPATIONAL THERAPY**

The following clinical continuing education courses are for physical therapy and occupational therapy professionals and other health care professionals. A copy of professional certification or licensure as a health care provider is required at the first class meeting. Students are responsible for determining if the course content is within the scope of practice for their profession as determined by their regulatory board or agency. All courses approved by the Maryland State Board of Physical Therapy Examiners and Maryland State Board of Occupational Therapy Practice are noted following the course description. AACC is recognized by the Board of Certification Inc. to offer continuing education courses for certified athletic trainers. For information about courses for physical and occupational therapists, visit [www.aacc.edu/healthcare/therapy](http://www.aacc.edu/healthcare/therapy).

**PTA 318**  
**Introduction to Vestibular Rehabilitation**  
Learn how to evaluate, treat and manage vestibular dysfunction in patients. Explore the anatomy and physiology of the vestibular system and what’s normal and dysfunctional. Perform a basic examination. Learn appropriate assessment skills and explore common treatment interventions. CEUs awarded. $125 includes $12 fee.  
*Note: Approved by the Maryland State Board of Physical Therapy Examiners and the Maryland State Board of Occupational Therapy Practice for 6 contact hours or 0.6 CEUs.*

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**PTA 503**  
**Kinesio Taping: KT1 and KT2**  
Learn general principles, techniques and applications of kinesio taping. Conduct screening and muscle testing. Demonstrate how to tape specific muscles and orthopedic conditions. Explore how kinesio taping can enhance an existing treatment regimen. CEUs awarded. $415 includes $121 fee.  
*Note: Continental breakfast included. Bring a yoga mat, towel or blanket to class. Course approved by the Kinesio Taping Association International (KTAI), and hours can be applied toward KTAI certification. Tuition includes workbooks, Kinesio Tex Tape and a 60-day KTAI membership. Approved by the Maryland Board of Physical Therapy Examiners for 1.5 CEUs. Approved by the Maryland Board of Occupational Therapy Practice for 16 contact hours.*

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**PTA 539**  
**Fibromyalgia and Hypermobility Syndrome: Exercise is the Best Medicine**  
Learn to evaluate and treat patients with hypermobility syndrome and/or fibromyalgia. Explore why supervised exercise yields the best symptom management. Learn to recognize hypermobility/fibromyalgia and design appropriate exercise protocols. CEUs awarded. $115 includes $12 fee.  
*Note: Pending approval by the Maryland Board of Physical Therapy Examiners and the Maryland Board of Occupational Therapy Practice for 0.7 CEUs or 6 contact hours.*

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**PTA 519**  
**NEW**  
**Kinesio Taping: KT3**  
Practice advanced kinesio taping techniques for orthopedic problems in the upper extremities. Review kinesio taping concepts, theories and application guidelines. Examine corrective techniques for mechanical, fascial and functional problems. CEUs awarded. $250 includes $71 fee.  
*Prerequisite: PTA 503 Kinesio Taping: KT1 and KT2.*

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**PTA 520**  
**NEW**  
**KT4: Specialized Hand Therapy Kinesio Taping Concepts**  
Learn strategies and practice extensive kinesio taping techniques for treating patients with common elbow, wrist and finger orthopedic and muscular problems. Explore edema control, wrist sprain/strain, epicondylitis, tendinitis, arthritis and nerve compression. CEUs awarded. $256 includes $81 fee.  
*Note: Course approved by the Kinesio Taping Association. Pending approval by the Maryland Board of Physical Therapy Examiners and the Maryland Board of Occupational Therapy Practice for 0.8 CEUs or 8 contact hours.*

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**PTA 521**  
**NEW**  
**Treating Women’s Health in an Orthopedic Setting:**  
**The Pregnant Client, SI Dysfunction, Pelvic Pain and Other Mysteries**  
Learn to evaluate and treat women’s health patients in an orthopedic setting and understand corresponding diagnoses, precautions and related symptoms. Examine evaluation tools, manual therapy treatment and exercises. Explore pelvic pain, incontinence, hypermobility, coccyx pain, sacroiliac disorders and diastasis recti as diagnoses. CEUs awarded. $115 includes $12 fee.  
*Note: Pending approval by the Maryland Board of Physical Therapy Examiners for 0.6 CEUs and the Maryland Board of Occupational Therapy Practice for 6 contact hours.*

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**WANT TO TEACH YOGA?**

Become an instructor! Learn more at the professional yoga instructor open house, April 18 at 6 p.m. on the Arnold campus. See page 4 for upcoming events.
**CAREERS AND CERTIFICATIONS**

Approved by the Maryland State Board of Occupational all appropriate licensing boards to verify if subject matter meets health professionals. Individual courses may be approved by the Maryland Board of Social Work Examiners (Category I), the Maryland Board of Professional Counselors and Therapists for Category “A” CEUs and/or the Maryland Board of Examiners of Psychologists (Category A). Check with individual licensing board(s) to verify if subject matter meets continuing education requirements for your licensure certification. For information about these continuing education courses, call 410-777-2560 or visit www.aacc.edu/healthcare/human.

**SOCIAL WORK/COUNSELING**

Human services courses are designed to meet the continuing education needs of social workers, counselors, therapists, psychologists and other mental health professionals. Individual courses may be approved by the Maryland Board of Social Work Examiners (Category I), the Maryland Board of Professional Counselors and Therapists for Category “A” CEUs and/or the Maryland Board of Examiners of Psychologists (Category A). Check with individual licensing board(s) to verify if subject matter meets continuing education requirements for your licensure certification. For information about these continuing education courses, call 410-777-2560 or visit www.aacc.edu/healthcare/human.

**WEL 513**

**Wellness Coaching Part 1**
Identify major health issues affecting Americans and learn how to treat them. Define healthy eating habits and the principles of fitness. Develop measures for avoiding common illnesses and disease. CEUs awarded: $424 includes $299 fees.
Sec. 201 April 1-June 30 ONLN ED40L

**WEL 514**

**Wellness Coaching Part 2**
Discuss preventive health measures. Prepare for a lifetime of health. Understand the impact of individual health and environment. CEUs awarded: $424 includes $299 fees.
Corequisites: WEL 513 Wellness Coaching: Part 1, WEL 515 Wellness Coaching: Part 3
Sec. 201 April 1-June 30 ONLN ED40L

**WEL 515**

**Wellness Coaching Part 3**
Integrate wellness and coaching. Discuss what’s necessary to start a coaching business. Recognize the differences between consulting and coaching. CEUs awarded: $424 includes $299 fees.
Sec. 201 April 1-June 30 ONLN ED40L

**HNS 300**

**Conflict Management for Health Professionals**
Explore conflict mediation by identifying your own attitudes and conflict responses and clients’ conflict styles. Strengthen your active, reflective listening skills and practice a multi-step, problem-solving process for managing personal conflicts. CEUs awarded: $147 includes $17 fee.
Note: 0.6 CEUs/6 CE hours awarded.
Sec. 201 1 session GBTC
F 8:30 am-4 pm April 8 Maxwell Ochs

**MHP 302**

**Attention Deficit Hyperactivity Disorder**
A comprehensive overview of Attention Deficit Hyperactivity Disorder (ADHD) across the lifespan. Learn about the causes, symptoms, developmental course, treatment approaches and practical management of ADHD at home, in school settings and in the workplace. CEUs awarded: $92 includes $17 fee.
Note: 0.6 CEUs/6 CE hours awarded.
Sec. 201 1 session GBTC
Sa 9 am-4:30 pm April 9 Carol Robbins

**PSY 323**

**Depression Update: Managing Clients Effectively**
Learn to detect and deal with frustration and stagnation that can result from working with clients suffering from long-term depression. Develop fresh outlooks and new strategies to help clients regain a sense of personal power and enhanced self-esteem. Examine cognitive behavioral therapy; reframing; mindfulness meditation; couple and family communication skills; assertiveness and self-esteem development. CEUs awarded: $92 includes $17 fee.
Note: 0.6 CEUs/6 CE hours awarded.
Sec. 201 1 session GBTC
Sa 9 am-4:30 pm April 22 Antesha Milton

**MHP 315**

**NEW**

**A Methodology for Understanding the Clients We Serve – Trauma Informed Care**
Review different types of trauma and examine components and outcomes of a trauma informed mental health professional. Discover how to become a trauma informed professional through analysis, assessment and involvement. CEUs awarded: $99 includes $24 fee.
Note: 0.5 CEUs/5 CE hours awarded.
Sec. 201 1 session AMIL
F 9 am-2:30 pm May 6 Felecia Veale-Buckson

**HNS 305**

**The Crisis in Elder Abuse**
Discuss the crisis in elder abuse and learn about types of abuse. Examine the barriers to detection, interventions to protect at-risk elders and prevention strategies. Analyze Maryland law and practice. CEUs awarded: $92 includes $17 fee.
Note: 0.6 CEUs/6 CE hours awarded.
Sec. 201 1 session GBTC
Sa 8:30 am-4 pm May 7 Fatima Burns

**MHP 301**

**Understanding Personality Disorders**
Discuss how failure to properly diagnose personality disorders leads to client noncompliance, ineffective case management and resistive, high-risk clients. Review the seven definitions of personality disorders. Learn to differentiate these disorders from other mental illnesses. Recognize the three formal diagnostic clusters. Apply content to client case studies via group discussion. CEUs awarded: $92 includes $24 fee.
Note: 0.6 CEUs/6 CE hours awarded.
Sec. 201 1 session AMIL
Sa 8:30 am-4 pm May 14 Richard Esposito

**MHP 316**

**NEW**

**Building Connections – Home Visitation and Documentation**
Understand the role mental health professionals play in home visitation. Identify evidence-based outcomes, strategies for developing positive relationships and ways to build links between public and private community services. Examine barriers and strategies to success. CEUs awarded: $99 includes a $17 fee.
Note: 0.5 CEUs/5 CE hours awarded.
Sec. 201 1 session AMIL
F 9 am-2:30 pm May 20

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**WWW.AACC.EDU/CONED**

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**DRY 509**

**Disability, Vision, Aging: Effect on Driving**
Learn how disabilities, vision and aging problems affect driving. Study acquired, congenital, developmental and progressive disabilities. Examine age-related visual impairments. Learn about the driver assessment process, adaptive driving equipment and vehicle modification needs, and driver licensing issues. CEUs awarded: $710 includes $546 fee.
Note: Offered in partnership with the Association for Driver Rehabilitation Specialists (ADED). ADED members may be eligible for a reduced course fee. Call 410-777-2939 for more information. Approved for 16 ADED contact hours. Approved by the Maryland State Board of Occupational Therapy Practice for 15 contact hours.
Sec. 201 2 sessions AMIL
F,Sa 8 am-5 pm May 6,7

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**WWW.AACC.EDU/CONED**
HEALTH CARE • HOSPITALITY AND CULINARY ARTS

THERAPEUTIC MASSAGE
The following clinical continuing education courses are for therapeutic massage and other health care professionals. A copy of professional certification or licensure as a health care provider is required at the first class meeting. Students are responsible for determining if the course content is within the scope of practice for their profession as determined by their regulatory board or agency. AACC is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)-approved provider for continuing education. AACC is recognized by the Board of Certification Inc. to offer continuing education for certified athletic trainers. For information about courses for massage therapists, visit www.aacc.edu/healthcare/massage.

MST 330
HIV/AIDS and Communicable Disease
Review universal precautions and contraindications for massage. Meet Maryland and NCBTMB continuing education requirements by reviewing communicable diseases such as HIV/AIDS, herpes, hepatitis, measles, MMR, mumps, ringworm, scabies, and TB. CEUs awarded. $47 includes $7 fee.

Note: Some sections offered online. Approved by the NCBTMB for 3 CE contact hours.
Sec. 201 April 16-23 ONLN WB Michael Sullivan
Sec. 202 1 session Arnold campus
Sa 9 am-12:30 pm May 14 Marcella Konkiel

MST 340
Ethics and Cultural Diversity for Massage Therapists
Meet Maryland and NCBTMB continuing education requirements by reviewing the ethical and legal parameters of massage therapy and cultural competency. Address Standard V-Roles and Boundaries. Learn tips for improving the caregiver/patient relationship across cultures. CEUs awarded. $57 includes $7 fee.

Note: Approved by the NCBTMB for 4 CE contact hours.
Sec. 201 April 16-23 ONLN WB Michael Sullivan
Sec. 202 1 session Arnold campus
Sa 1-5 pm May 14 Marcella Konkiel

MST 324
Dynamic Myofascial Techniques
Learn advanced myofascial techniques and how a dynamic approach increases efficacy. Review anatomy of fascia and its relationship to connective tissue. Determine the appropriate techniques to use and practice those techniques on the upper and lower extremity. CEUs awarded. $132 includes $12 fee.

Note: Please bring a fitted sheet to class. Approved by the NCBTMB for 4 CE contact hours.
Sec. 201 2 sessions Arnold campus
FsSa 9 am-4:30 pm April 22-23 Mary Leisenring

MST 344
Essential Oils for Massage Therapy Treatments
Learn the benefits of aromatherapy in a clinical setting. Explore how and why essential oils work physically and emotionally. Examine differences between oils, creating and using blends, types of oils to use for specific massages, and contraindications and safety uses. CEUs awarded. $132 includes $59 fee.

Note: Bring a fitted sheet to class. Approved by the NCBTMB for 6 CE contact hours.
Sec. 201 1 session Arnold campus
Sa 9 am-4:30 pm April 30 Rosetta Chard

MST 333
Basic Sports Massage for Athletic Events
Learn the physiological goals and techniques to use for pre-event, inter-event and post-event massages for upper and lower body sports. Discuss cramp release techniques, thermal injuries, safe practices, ethics and medical referral considerations. CEUs awarded. $135 includes $12 fee.

Note: Bring a sheet and massage lotion to the class. Dress to perform and receive sports massage. Approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) for 14 CE hours. Approved by the Maryland State Board of Physical Therapy Examiners for 1.4 CEUs. Fullfills half the CEU requirements for membership in the Maryland Professional Sports Massage Team and/or the National Capital Region Sports Massage Team.

Sec. 201 2 sessions Arnold campus
SaSu 9 am-6:30 pm May 7-8 William Haynes

HOSPITALITY AND CULINARY ARTS

Hospitable and Culinary Arts Participants in the ManageFirst® Program earn ManageFirst® Program certificates after passing the exam correlating to each topic. These certificates reward students for their accomplishment and serve as a resource in the job search process. Further, industry hiring managers can look for these certificates when seeking top-shelf, qualified talent. For information regarding a continuing education certificate in Bartending Certification, see pages 76-81.

HCT 351
Responsible Alcohol Service Certification
Examine alcohol laws and responsibilities for managers and employees. Review safe practices for serving alcohol and identify how to deal with difficult situations. Students passing the exam will receive the National Restaurant Association Education Foundation ServSafe Alcohol E Advanced certification. CEUs awarded. $61 includes a $12 fee.

Note: Student must purchase textbook at AACC Bookstore prior to attending the first class.
Sec. 201 2 sessions AMIL 003
TuW 1-4:30 pm April 19-20
Sec. 202 1 session AMIL 003
Sa 9 am-5 pm May 7
Sec. 203 3 sessions HCAT 114
TuTh 6:30-9:30 pm May 24-26 Linda Elliott
Tu 6:30-7:30 pm May 31

HCT 342
Bartender Certification
Master the fundamentals of mixing drinks to successfully become a bartender. Learn about bar preparation, beverage recipes and customer service. Review safe practices and take the ServSafe Alcohol exam. CEUs awarded. $272 includes $72 fee.

Note: Must be age 21 or older to enroll. Student must purchase textbooks at AACC Bookstore prior to attending the first class.
Sec. 201 7 sessions HCAT 114
TuTh 6:30-9:30 pm May 24-June 14 Linda Elliott

DISCOVER YOUR PASSION

Become a chef, hotel manager, pastry chef, caterer, entrepreneur or more. Anne Arundel Community College’s Hotel, Culinary Arts and Tourism (HCAT) Institute is Maryland’s premier choice in hospitality and culinary education.

Learn from certified chef instructors. Practice your skills in our state-of-the-art kitchens.

INFORMATION SESSION
Thursday, April 7
Arnold campus | 6-7:30 p.m.
Humanities Building Room 214

HCAT is accredited by both the American Culinary Federation Education Foundation Accreditation Commission and the Accreditation Commission for Programs in Hospitality Administration.
HUMAN RESOURCES
Visit us on the Web at www.aacc.edu/hrtraining.

HUMAN RESOURCES MANAGEMENT
OBS 502
Understanding the Human Resources Function
Explore the vital link human resources plays in the organizational chain. Learn how to handle basic human resource functions in a way that will ensure the best possible result. CEUs awarded. $116 includes $72 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).
Sec. 201 April 18-July 18 ONLN OLT Jack Rotziem
Sec. 202 May 18-July 8 ONLN EDGO Ann Nevers

BIS 577
Applying Lean Sigma Practices to Human Resources Functions
Create an A3 report for lean processes in HR. Apply value stream mapping processes within an organization. Plan and implement an improvement to a problem critical to an organization’s mission. CEUs awarded. $252 includes $130 fee.
Note: Online course. Offered in partnership with Learning Resources Network Inc. (LERN).

INSURANCE
Anne Arundel Community College offers courses that prepare you for various insurance licenses in Maryland as well as keep you current in your field. For more information visit www.aacc.edu/insurance.

PRELICENSING
BNS 589
Maryland Life, Health and Annuity Prelicensing
Prepare for the state exam and fulfill the prelicensing requirements for Maryland. Review important concepts and terminology. Gain the information needed to be a successful life, health and annuity agent. CEUs awarded. $198 includes $103 fee.
Prerequisite: Refer to Maryland Insurance Administration for educational requirements and additional information.
Note: Online, self-paced course. Offered in partnership with Online Training Inc.
Sec. 201 April 18-July 18 ONLN OLT Jack Rotziem

HUMAN RESOURCES • HVAC • INSURANCE • NONPROFIT LEADERSHIP
NEW

NONPROFIT LEADERSHIP
AACC offers nonprofit leadership courses in partnership with the following organizations:
- Anne Arundel County Executive’s Office of Constituent Services.
- Arts Council of Anne Arundel County.
- Coalition of Volunteer Coordinators of Anne Arundel County.
- Community Foundation of Anne Arundel County.
- Leadership Anne Arundel.
- United Way of Central Maryland.
- Volunteer Center for Anne Arundel County.

SCHOLARSHIPS AVAILABLE
The Community Foundation of Anne Arundel County’s Celebration of Philanthropy Scholarship offers limited tuition grants to nonprofit organization staff members, volunteers, board members and residents who are interested in courses about development, fundraising and volunteerism. Nonprofits not located in, but primarily serving Anne Arundel County, are also eligible.
To apply visit www.cfaac.org.

GRANTS

CMD 332
A to Z of Grant Writing
Learn the mechanics of writing a grant. Learn how to research and develop beneficial relationships with potential funding sources; organize a campaign; keep track of funding, requests and donations; prepare complete packages; handle crises; and submit numerous proposals each year. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Linda Vallejo
Sec. 202 May 18-July 8 ONLN EDGO Linda Vallejo

CMD 353
Get Grants
Learn how to develop grant proposals for educational initiatives from experts whose proposals have garnered grant dollars. Turn an idea into a complete, well-developed proposal package that is professional, competitive and compelling. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
This is a sequel to CMD 332 A to Z of Grant Writing.
Sec. 201 April 13-June 3 ONLN EDGO Bo Morton
Sec. 202 May 18-July 8 ONLN EDGO Bo Morton

CMD 362
Advanced Grant Proposal Writing
Learn to write winning, competitive proposals that will be funded. Discover how to tailor your responses to information found in the per review criteria. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
This is a sequel to CMD 392 Writing Effective Grant Proposals.
Sec. 201 April 13-June 3 ONLN EDGO Beverly Browning
Sec. 202 May 18-July 8 ONLN EDGO Beverly Browning

CMD 392
Writing Effective Grant Proposals
Increase your chances of success. Learn how to polish proposals that tap into the dollars available for enhancing the health and welfare of communities. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
This is a sequel to CMD 353 Get Grants.
Sec. 201 April 13-June 3 ONLN EDGO Jillian Poole
Sec. 202 May 18-July 8 ONLN EDGO Jillian Poole

CMD 363
Become a Grant Writing Consultant
Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. Find how to apply your creative writing skills in meaningful ways. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

CMD 392
Writing Effective Grant Proposals
Increase your chances of success. Learn how to polish proposals that tap into the dollars available for enhancing the health and welfare of communities. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
This is a sequel to CMD 353 Get Grants.
Sec. 201 April 13-June 3 ONLN EDGO Beverly Browning
Sec. 202 May 18-July 8 ONLN EDGO Beverly Browning

LEADERSHIP BASICS

NPO 325
Branding Strategies for Nonprofits
Identify the potential impact of successful branding for nonprofits. Outline elements of successful nonprofit branding. Develop a brand statement. Identify a target audience and develop strategies to deliver a consistent, compelling message. $52 includes $7 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Beverly Browning
Sec. 202 May 18-July 8 ONLN EDGO Beverly Browning

CMD 322
Introduction to Nonprofit Management
Develop skills and strategies to become an integral part of one of America’s fastest growing service sectors. Learn how to transform good intentions into a professional plan of action. Gain a better understanding of the unique characteristics of nonprofit organizations. CEUs awarded. $100 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Linda Kissam
Sec. 202 May 18-July 8 ONLN EDGO Linda Kissam

LEADERSHIP BASICS

NPO 325
Branding Strategies for Nonprofits
Identify the potential impact of successful branding for nonprofits. Outline elements of successful nonprofit branding. Develop a brand statement. Identify a target audience and develop strategies to deliver a consistent, compelling message. $52 includes $7 fee.
Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Beverly Browning
Sec. 202 May 18-July 8 ONLN EDGO Beverly Browning

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LEADERSHIP BASICS

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Note: Online course. Offered in partnership with ed2go.
Sec. 201 April 13-June 3 ONLN EDGO Beverly Browning
Sec. 202 May 18-July 8 ONLN EDGO Beverly Browning
NOTARIZED PUBLIC

OCN 309 
Notary Public Procedures and Training
Learn how to become a notary public in Maryland. Explore procedures, functions, moral and legal responsibilities, and prohibited practices. Discuss the legal implications of notarial acts. CEUs awarded. $47 includes $7 fee.

Note: Online course. Offered in partnership with ed2go.

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<th>Location</th>
<th>Instructor</th>
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POOL/SPA OPERATION

ATH 393
Pool/Spa Operation
Gain the knowledge and skills needed to take the pool and spa operators certification exam. Learn about regulations, maintenance, filter systems, chemicals and forms. Exam given after last class. Information on required textbook available at AACC Bookstore. CEUs awarded. $137 includes $32 fee.

Note: Online course. Offered in partnership with ed2go.

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<th>Instructor</th>
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REAL ESTATE PROFESSIONAL

Visit [www.aacc.edu/realestate](http://www.aacc.edu/realestate) for information.

APPRASIER LICENSURE RENEWAL

Anne Arundel Community College offers the following real estate appraiser license renewal courses in partnership with the Maryland Association of Appraisers Inc. Courses are held at the Glen Burnie Town Center. For information call 410-777-2910.

APRIL 5
The Art of Private Residential Appraisal, 9 a.m.-noon
Construction – A Basic Primer, 1-4 p.m.

MAY 12
Property Inspection Techniques, 9 a.m.-noon
What’s it Worth?, 1-4 p.m.

HOME INSPECTOR RENEWAL

RLT 587
Home Inspector
Receive the training required to obtain a home inspector license in Maryland. Learn how to conduct inspections of homes, condos and other residential dwellings. Textbook information available at AACC Bookstore. CEUs awarded. $767 includes $12 fee.

Note: You must register before the first day of class. Passing final exam required.

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</table>

SALESPESON LICENSURE RENEWAL

RLT 500
Real Estate Principles
A comprehensive study of real estate practices, ethics, laws and environmental concerns. Completion of 60 clock hours meets the Maryland Real Estate Commission’s requirements to apply for a real estate license. Certification requires full attendance on all class dates to sit for license. No exceptions. Information on required textbooks available at AACC Bookstore. CEUs awarded. $452 includes $7 fee.

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HOME INSPECTOR RENEWAL

RLT 587
Home Inspector
Receive the training required to obtain a home inspector license in Maryland. Learn how to conduct inspections of homes, condos and other residential dwellings. Textbook information available at AACC Bookstore. CEUs awarded. $767 includes $12 fee.

Note: 77 hours of classroom attendance and passing the final exam required. Approved by the Maryland Commission of Real Estate Appraisers and Home Inspectors to provide home inspector prelicensing training.

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</table>
CAREERS AND CERTIFICATIONS

**Legislative Update**
Focus on the latest Maryland General Assembly legislation pertaining to Realtors. Discover the likelihood of failed legislation resurfacing. Gain specifics on new legislation such as effective dates, required disclosure and changes in continuing education requirements. $47 includes $7 fee.
Note: Approved by the Maryland Real Estate Commission for license renewal (three hours).
Sec. 201 1 session Arnold campus
F 8:30-11:30 am April 8 David Politzer

**Real Estate Ethics and Professional Standards**
Assess the ethical code of conduct and professional standards in the real estate industry. Learn about the code of ethics, predatory lending, house flipping, rewards of ethical behavior and consequences of unethical behavior. $47 includes $7 fee.
Note: Approved by the Maryland Real Estate Commission for license renewal (three hours).
Sec. 201 1 session Arnold campus
F noon-3 pm April 8 David Politzer

**Introduction to Leasing and Marketing in Property**
Management Identify the terminology, roles and responsibilities in the property management industry. Review how to market a property and qualify a future resident. Discuss types of leases, closing techniques, Fair Housing laws and illegal questions. $67 includes $7 fee.
Note: Approved by the Maryland Real Estate Commission for license renewal (six hours).
Sec. 201 2 sessions AMIL
MW 6-9 pm April 18-20 Shirley Robertson

**Real Estate Exchanges and Nontaxable Transfer**
Study like-kind exchanges. Help clients transfer real estate without recognition of the gain. $47 includes $7 fee.
Note: Approved by the Maryland Real Estate Commission for license renewal (three hours).
Sec. 201 1 session Arnold campus
W 6-9 pm May 11 Linda Walsh

**TEACHER PROFESSIONAL DEVELOPMENT**

Many of AACC’s parenting courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care. Each class has a content area code that corresponds to the Core of Knowledge requirements.

**The codes are:**
- **C** – Curriculum
- **D** – Child development
- **H** – Health, safety and nutrition
- **L** – Community
- **P** – Professionalism
- **S** – Special needs

**Praxis 1 Preparation**
Review and prepare for the three-part Praxis 1 test. Improve reading, writing and math skills. Learn useful test-taking strategies and practice with test questions. Full-length practice tests are available. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

**Survival Kit for New Teachers**
Learn the secrets to solving discipline problems and enjoy a peaceful, orderly classroom. Review a step-by-step approach to effective, positive classroom discipline. $47 includes $7 fee.
Note: Approved by the Maryland Real Estate Commission for license renewal (three hours).
Sec. 201 1 session Arnold campus
W 6-9 pm May 11 Linda Walsh

**Solving Classroom Discipline Problems**
Learn the secrets to solving discipline problems and enjoy a peaceful, orderly classroom. Review a step-by-step approach to effective, positive classroom discipline. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

**Spanish in the Classroom**
Bridge the language gap with Spanish-speaking students and parents. Learn to articulate the letters of the Spanish alphabet. Explore basic conversational words and phrases. Practice communicating with parents about children’s school progress, skills and needs. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
Empowering Students with Disabilities
Explore common disabilities encountered in the classroom. Learn and master techniques for promoting academic, behavioral and social skills in students with special needs. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Create the Inclusive Class: Strategies for Success
Get the training needed to reach a diverse student mix in the classroom. Develop strategies for students with learning disabilities, neurobiological disorders and physical challenges. Learn to prioritize under tight deadlines and be creative on demand. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Differentiated Instruction in the Classroom
Examine the philosophy of differentiated instruction and understand the limitations of a traditional classroom. Practice how to differentiate instruction; meet the needs of a diverse classroom population; and integrate subject content and learning profiles. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Differentiating K-12 Assessments
Learn how to gather and use assessment data to help children succeed in school. Discuss the types of assessments and their relationships to teaching and learning. Explore how to provide feedback to students and parents. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Teaching Students with Autism: Strategies for Success
Reach and teach students with autism by understanding how their brains work. Help them turn challenges into opportunities and enjoy the rich perspective they bring to the classroom. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Teaching Students with ADHD
Learn effective approaches to teach students with attention deficit hyperactivity disorder (ADHD). Understand the definition of ADHD. Evaluate assessment information to adapt instructional strategies to meet student needs. Discover how ADHD effects student motivation, attention span and memory. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Response to Intervention: Reading Strategies
Learn proactive strategies to help struggling readers. Practice responses to intervention strategies and tiered interventions. Discover innovative classroom tools and strategies to avoid pullouts. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Guided Reading: Differentiated Classroom
Learn to combine the principles of differentiated instruction and guided reading for maximum classroom success. Build a balanced literacy framework that gets results with even the most challenged learners. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Guided Reading and Writing for Student Achievement
Acquire the development training needed to improve student literacy. Develop guided reading strategies into opportunities for teaching writing. Prepare creative lesson plans that really work! CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Teaching Writing Grades K-3
Examine the connections between oral language and writing as well as the developmental stages of early writing skills. Analyze the importance of writing workshops as part of the educational process and review various writing genres. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Teaching Writing Grades 4-6
Discover effective and meaningful assessment tools as well as practical strategies to strengthening students’ writing skills. Explore writing integration with content areas and methods to improve student narrative, expository and persuasive writing. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Singapore Math: Number Sense and Computational Strategies
K-12 teachers learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication and division problems. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

Singapore Math Strategies: Model Drawing for Grades 1-6
Develop the skills to start teaching model drawing, the Singapore Math Method that gives word problems a visual context. Learn the set of seven steps that can be used to solve 80 percent of word problems. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.
TMA 304  CONTENT AREA: C  Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Examine model drawing, a technique used to teach problem-solving to middle school math students. Learn how to guide students to solve word problems, build math skills and develop confidence. Discuss how to introduce the concept to parents. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

TMA 303  CONTENT AREA: C  Teaching Math: Grades 4-6
Reinvent math instruction by bringing hands-on learning, inexpensive manipulatives and real-world connections into the classroom to get students excited about math. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

TSC 301  CONTENT AREA: C  Teaching Science: Grades 4-6
Learn techniques for teaching science to students in grades 4, 5 and 6 that will excite and encourage them. Explore concepts in direct instruction, scientific research methodology and organizational tools that promote subject mastery. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

OLI 313  CONTENT AREA: C  Integrating Technology in the Classroom
Learn techniques for integrating technology into classrooms. Discover simple ways to enhance subject material to meet course goals. Use tools such as wikis, podcasts and blogs. Explore standards-based solutions for interactive lesson plans and Web resources. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

OLI 320  CONTENT AREA: C  Using the Internet in the Classroom
Learn how to locate and evaluate Internet resources for the classroom. Improve the quality and amount of discussion through the use of email and discussion boards. Learn how to safeguard students and personal information. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

TTE 302  CONTENT AREA: P  Creating a Classroom Website
Learn how to create websites for individual classrooms. Explore website development, safety and how to connect to an established curriculum. Discover tools to publish websites quickly and incorporate banners and animation. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

TTE 303  CONTENT AREA: P  Teaching Smarter With SMART Boards
Learn to create SMART Board and SMART Notebook multimedia lessons that engage learners and address diverse needs. Explore the basics of using these tools as well as how to blend text, videos and graphics. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

TTE 309  CONTENT AREA: P  Microsoft PowerPoint 2013 in the Classroom
Create captivating lessons and presentations. Insert graphics, sound, video, animations, links and more. Learn to reach diverse students, upload presentations to a server, email a slide show and share a presentation in real time. CEUs awarded. $149 includes $72 fee.
Note: Online course. Offered in partnership with ed2go.

FOR ADDITIONAL TEACHER PROFESSIONAL DEVELOPMENT CLASSES
See Parenting and Family Life on page 20 and Child Care Training on page 40.

TELECOMMUNICATION

CARRIER ETHERNET CERTIFICATION AND OPTICAL COMMUNICATIONS CERTIFICATION
Anne Arundel Community College and the Global Corporate College, in partnership with Ciena Learning Solutions, based in Linthicum, offers vendor-neutral certification training in the latest evolution in network technology, Ciena’s Carrier Ethernet and Ciena’s Optical Communications Certification, at AACC’s Regional Higher Education Center at Arundel Mills. Carrier Ethernet Associate Certification and Optical Communications Associate Certification are five-day courses designed to provide participants with the knowledge and skills required to sit for the official Ciena certification exam. Visit www.globalcorporatecollege.com or contact AACC’s Center for Workforce Solutions at 410-777-2732 or cws@aacc.edu.

OLI 339  CONTENT AREA: C  Radio Frequency Spectrum Management
Explore the significance of frequency allocations. Learn to identify and define key terminology. Examine regulatory tools, rules and regulations. Discuss FCC licensing and understand how the spectrum is utilized. CEUs awarded. $600 includes $300 fee.
Sec. 201 April 4-June 20  ONLN WB
**CAREERS AND CERTIFICATIONS**

**WELDING**

**CERTIFIED WELDING**

Earn your STICK, MIG and TIG training through courses offered in partnership with Earlbeck Corp. in Baltimore. Tours of the Earlbeck facility are available on request. For information and additional offerings, visit [www.aacc.edu/welding](http://www.aacc.edu/welding).

**OPT 396 Intermediate MIG Welding**

Certified Training

Prepare material and perform fillet and groove welds in carbon steel in all positions. Practice geared toward structural welding code vertical and overhead tests. Passing the certification tests provides an all-position limited thickness AWS D11 welder certification. CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training or permission of instructor.

Note: Must be age 18 or older to enroll. Fire-retardant pants, shirt, hard-toe boots and safety goggles required. Bring GMAW (gas metal arc welding) workbook and welding gear to class.

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<td>Sec. 202</td>
<td>15 sessions</td>
<td>MWF 8 am-3 pm</td>
<td>May 23-July 1</td>
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**OCC 344**

**Welding for Work – STICK**

Learn the processes for oxy-fuel, gas tungsten arc, gas metal arc and shielded metal arc welding through hands-on instruction. Prepare to perform fillet and groove welds in carbon steel using E7018 electrodes in all positions. Passing the certification test provides AWS D11 welder certification. CEUs and Earlbeck Certificate of Completion awarded. $3,407 includes $2,965 fee.

Note: Must be 18 or older to enroll. Fire-retardant pants, shirt, hard-toe boots and safety goggles required. Bring SMAW (shielded metal arc welding) workbook and welding gear to class.

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**OCC 345**

**Welding for Work – MIG**

Learn the processes for oxy-fuel, gas tungsten arc, gas metal arc and shielded metal arc welding through hands-on instruction. Prepare to perform fillet and groove welds in carbon steel in all positions. Passing the certification test provides AWS D11 welder certification. CEUs and Earlbeck Certificate of Completion awarded. $3,407 includes $2,965 fee.

Note: Must be 18 or older to enroll. Fire-retardant pants, shirt, hard-toe boots and safety goggles required. Bring GMAW (gas metal arc welding) workbook and welding gear to class.

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<td>Sec. 203</td>
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<td>TuTh 5:30-8:30 pm</td>
<td>May 24-Sept. 8</td>
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<tr>
<td>Sec. 204</td>
<td>13 sessions</td>
<td>MWF 8 am-3 pm</td>
<td>May 23-July 1</td>
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**OPT 394**

Fundamentals of Welding Certified Training

Learn oxy-fuel, gas tungsten arc, gas metal arc and shielded metal arc processes through lecture and hands-on practice. Discuss basic metallurgy, welding codes, distortion control and welding symbols. CEUs and an Earlbeck Certification of Completion awarded. $1,507 includes $1,312 fee.

Note: Must be age 18 or older to enroll. Fire-retardant pants, shirt, hard-toe boots and safety goggles required. Helmet, gloves, jacket, chipping hammer, wire brush and pliers are provided as part of the welding gear kit.

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**OCA 563**

**Symbols for Welding**

Discuss welding symbols. Examine symbol use and discuss practical application. Review surfacing welds and edge welds. Explore fillet welding symbols. CEUs awarded. $307 includes $257 fee.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Details</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 201</td>
<td>2 sessions</td>
<td>TuTh 8 am-3 pm</td>
<td>April 19-21</td>
</tr>
<tr>
<td>Sec. 202</td>
<td>2 sessions</td>
<td>TuTh 8 am-3 pm</td>
<td>May 17-19</td>
</tr>
<tr>
<td>Sec. 203</td>
<td>4 sessions</td>
<td>TuTh 5:30-8:30 pm</td>
<td>May 10-19</td>
</tr>
</tbody>
</table>

**BECOME A WELDER** with Anne Arundel Community College courses held at Earlbeck Gases and Technologies in Baltimore. Learn more at [www.aacc.edu/welding](http://www.aacc.edu/welding).
### WELDING

**Visual Examination of Welding**
Discuss welding standards. Examine basic welding examination techniques. Review terms and definitions and perform inspections. Experience operating gages and tools. CEUs awarded. $307 includes $257 fee.

- **Sec. 201** 1 session EARL
  - Tu 8 am-3 pm April 26
- **Sec. 202** 1 session EARL
  - Tu 8 am-3 pm May 24
- **Sec. 203** 2 sessions EARL
  - TuTh 5:30-8:30 pm April 19-21 Donald Hodges

**OPT 374**
**Advanced Shielded Metal Arc Pipe Welding**
Learn techniques required of a qualified STICK pipe welder: proper tacks and feather edging, filler metal angles, manipulations for open root pipe welding, E6010 root and hot pass with E7018 low hydrogen fill and cap. Qualify to the ASME IX, Boiler and Pressure Vessel Code in the 6G position on carbon steel. Passing the certification test makes you eligible for an all-position ASME welder qualification. CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training or permission of instructor.

- **Sec. 201** 8 sessions EARL
  - MWF 8 am-3 pm May 2-18 Donald Hodges

**OPT 375**
**Advanced Gas Metal Arc Welding – Pipe**
Learn techniques required of a qualified MIG pipe welder: proper tacks and feather edging, filler metal angles, manipulations for open root pipe and welding on carbon steel pipe with GMAW-SC and FCAW processes. Train with ER70S solid wire short circuit transfer GMAW down head root with E71T-1 flux cored wire hot and fill passes, upward progression. Train to ASME welder qualification to ASME IX, Boiler and Pressure Vessel Code in the 6G position on carbon steel. Passing the certification test makes you eligible for an all-position ASME welder qualification, CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training and OPT 396 Intermediate MIG Welding Training, or permission of instructor.

- **Sec. 201** 9 sessions EARL
  - MWF 8 am-3 pm May 2-20 Donald Hodges

**OPT 376**
**Advanced Gas Tungsten Arc Welding – Pipe**
Learn techniques required of a qualified TIG pipe welder: proper tacks and feather edging, filler metal angles, manipulations for open root pipe welding and welding on carbon steel pipe with the GTAW process. Train with ER70S carbon steel solid wire with upward progression. Train to ASME IX, Boiler and Pressure Vessel Code in the 6G position on carbon steel. Passing the certification test makes you eligible for an all-position ASME welder qualification. CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training and OPT 396 Intermediate MIG Welding Training, or permission of instructor.

- **Sec. 201** 8 sessions EARL
  - MWF 8 am-3 pm May 2-18 Donald Hodges

**OPT 377**
**Intermediate STICK Welding Certified Training**
Prepare material and perform fillet and groove welds in carbon steel using E7018 electrodes in all positions. Geared toward structural welding code vertical and overhead tests. Passing the certification tests provides an all-position limited thickness AWS D11 welder certification. CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training or permission of instructor.

- **Sec. 201** 3 sessions EARL
  - MWF 8 am-3 pm May 4-20 Donald Hodges

**OPT 378**
**Intermediate TIG Welding Certified Training**
Gain skills in the gas tungsten arc process. Prepare material and perform flat, horizontal and vertical fillet welds and flat groove welds in carbon steel, stainless steel and aluminum. Geared toward AWS D9.1 specification for fusion welding for aerospace applications. Passing the certification tests qualifies you for AWS D9.1 aerospace code for carbon steel, stainless steel and aluminum certification. CEUs and Earlbeck Certificate of Completion awarded. $2,207 includes $1,921 fee.

Prerequisite: OPT 394 Fundamentals of Welding Certified Training or permission of instructor.

- **Sec. 201** 2 sessions EARL
  - MWF 8 am-3 pm May 4-18 Donald Hodges

- **Sec. 202** 2 sessions EARL
  - MWF 8 am-3 pm May 12-18 Donald Hodges
OCCUPATIONAL SKILLS

AACC’s occupational skills office oversees six program areas. Look for additional job training courses administered by other college departments (credit and noncredit) at www.aacc.edu under our areas of study.

Offering affordable, short-term (a year or less) job training for a variety of skilled trades.

410-777-2447 | occupionalskills@aacc.edu

CONNECT WITH US! Like us on Facebook
CEWD CERTIFICATES OF COMPLETION

If you are pursuing a continuing education and workforce development (CEWD) certificate of completion, identify which continuing education (CE) certificate program you are seeking to complete by listing the code (highlighted in blue below) on your registration form. AACC issues CEWD certificates of completion to students who submit a CEWD Certificate of Completion application after successfully completing a CE certificate program listed below. A certificate of completion is a great way to show an employer that you have received job training or completed a series of courses that result in improved skills or technical knowledge. For information and forms, visit www.aacc.edu/coned/certificates or call 410-777-2325.

ACCOUNTING AND BOOKKEEPING

ACCOUNTING PRINCIPLES USING TECHNOLOGY CE.ACT.PRINC-TECH
The following courses provide the technical skills necessary for individuals overseeing accounting in small to medium-sized businesses. Successfully complete all seven courses below to earn a continuing education certificate. For information about accounting technology, visit www.aacc.edu/it/accounting.

CTR 379 QuickBooks and Accounting Principles
CTT 309 QuickBooks: Beyond the Basics
CTR 371 Word 2013 Level 1
CTR 373 Excel 2013 Level 1
CTR 374 Excel 2013 Level 2
CTR 361 Access 2013 Level 1
CCT 356 Applying Accounting Principles

BUILDING MAINTENANCE

STATIONARY ENGINEER CERTIFICATION PREPARATION CE.ST-ENGR-PREP
Prepare for the Maryland Stationary Engineer certification exams and earn a continuing education certificate by successfully completing the following two courses. Visit www.aacc.edu/boiler. For information or call 410-777-2970.

OCA 310 Preparation for Maryland Stationary Engineer Certification 1
OCA 311 Preparation for Maryland Stationary Engineer Certification 2

BUSINESS

ADMINISTRATIVE PROFESSIONAL CE.ADMIN.PROF
Successfully complete the following two courses to earn a continuing education certificate and prepare for the Certified Administrative Professional (CAP®) exam. Visit www.aacc.edu/businesseducation/admin.

BNS 551 Administrative Assistant Fundamentals
BNS 552 Administrative Assistant Applications

MANAGEMENT PROFESSIONAL DEVELOPMENT CE.MGMT.PROF-DEV
Successfully complete the following three courses to earn a continuing education certificate. Courses can be used toward Professional, Senior Professional or Global Professional in Human Resources recertification from the Human Resources Certification Institute. Visit www.aacc.edu/businesseducation/mgmtprof or call 410-777-2970.

BIS 343 Using Personality Profiles
BIS 551 Management Boot Camp
BNS 579 Supervisory and Leadership

ART

FINE ARTS CE.FINE ARTS
Successfully complete the following courses to earn a continuing education certificate. For information visit www.aacc.edu/fineartstraining or call 410-777-2121.

ARS 376 Drawing Fundamentals
ARS 377 Drawing 2: Portraiture
ATS 312 Watercolor Basics: You Can Do It
ARS 310 Effective Color Pencil Technique

BEGINNING JEWELRY DESIGN CE.BEG.JEWELRY-DSGN
Successfully complete the following courses to earn a continuing education certificate. For information visit www.aacc.edu/jewelrytraining or call 410-777-2121.

Core Courses

CFT 305 Precious Metal Clay
CFT 355 Basic Beading: Design and Technique
CFT 356 Wire-Wrapped Jewelry
CFT 357 Fuse-Glass Jewelry

Elective Courses (select two)

CFT 373 Beaded Accessories
CFT 384 Create a Chain Belt

CHILD CARE

CHILD DEVELOPMENT ASSOCIATE CE.CHILD-DEV-ASSOC
Successfully complete the following six courses to earn an AACC continuing education certificate and fulfill the training requirements to earn a child development associate credential from the Council for Professional Recognition. Courses EC 308, EC 309 and ECT 310 together meet the 90-hour child care training required by the Maryland State Department of Education/Office of Child Care. For information visit www.aacc.edu/teach/cda.

EC 308 Basic Growth and Development
EC 309 Classroom Experience for Young Children
EC 310 Using Growth and Development in Designing Experiences
EC 311 Working with Infants and Toddlers
EC 312 Planning for the School-Aged Child
EC 313 Child Development Associate Completer

FAMILY CHILD CARE PROVIDER CE.CHILD.FAM-CARE
Successfully complete the following six preservice training child care courses to earn an AACC continuing education certificate and fulfill the training requirement required by the Maryland State Department of Education Office of Child Care to become a family child care provider. Visit www.aacc.edu/teach/cda.

ECT 310 Preparation for Maryland Stationary Engineer Certification 1
ECT 311 Preparation for Maryland Stationary Engineer Certification 2

FAMILY CHILD CARE PROVIDER CE.CHILD.FAM-CARE
Successfully complete the following six preservice training child care courses to earn an AACC continuing education certificate and fulfill the training requirement required by the Maryland State Department of Education Office of Child Care to become a family child care provider. Visit www.aacc.edu/teach/cda.

CDA 321 Family Child Care Preservice Training Module 1 – Child Development
CDA 322 Family Child Care Preservice Training Module 2 – Curriculum
CDA 323 Family Child Care Preservice Training Module 3 – Health, Safety and Nutrition
CDA 324 Family Child Care Preservice Training Module 4 – Special Needs
CDA 325 Family Child Care Preservice Training Module 5 – Professionalism
CDA 326 Family Child Care Preservice Training Module 6 – Community
LEAD TEACHER 90-HOUR PRESCHOOL
CHILD CARE CE.CHILD.LD-TEACH
Successfully complete the following two courses to earn a continuing education certificate and fulfill Maryland State Department of Education Office of Child Care 90-hour child care requirements for preschool teachers. Visit www.aacc.edu/teach/preschool.cfm.

CDA 305  Child Care 1 - Child Growth and Development
ECT 305 Child Growth and Development
CDA 306  Child Care 2 - Activities for Young Children
ECT 306 Methods and Materials: Early Childhood

NANNY/AU PAIR CE.CHILD.NANNY
Enhance your child care skills and become a more marketable professional. Successfully complete the following six courses to earn a continuing education certificate. Visit www.aacc.edu/childcare/nanny.

ECT or CDA 308  Growth and Development
ECT or CDA 310  Using Growth and Development in Designing Experiences
DYC 368  Fitness, Nutrition and Fun for Young Children
DRC 331  Building Healthy Relationships with Parents
DYC 361  Effective Communication with Parents and Children
DYC 320  Proactive Behavior Guidance

CYBER AND TECHNOLOGY

CLOUD COMPUTING ESSENTIALS CE.CLOUD.CMPT
Successfully complete NTW 538 Cloud Computing Essentials to earn a continuing education certificate. For information visit www.aacc.edu/it/cloud or call 410-777-1333.

COMPUTER TRAINING FOR THE RE-ENTRY PROFESSIONAL CE.CT.RE-ENTRY-PRF
The following courses are ideal for individuals who are re-entering the workforce or who want to advance to a higher position or who would like to change careers. Students must complete four required courses and one elective course to receive a continuing education certificate. Visit www.aacc.edu/it/reentry for information.

Four Required Core Courses:
CTC 305  Starting Over for the Re-Entry Professional
CTC 306  Computer Training for the Re-Entry Professional
CTT 336  Keeping Track of Files and Folders
CTC 307  Microsoft Excel for the Re-Entry Professional

Choose One Elective:
ONL 323  Résumé Writing Workshop
ONL 334  12 Steps to a Successful Job Search

IT INFRASTRUCTURE LIBRARY V3 FOUNDATION EXAM PREP CE.INFRAS-LIBR.PREP
Successfully complete NTW 535 ITIL 3v Foundation to earn a continuing education certificate. For information visit www.aacc.edu/it/itil or call 410-777-1333.

IT PROJECT MANAGEMENT CE.IPM.PROJ-MGMT
Successfully complete NTW 536 IT Project Management to earn a continuing education certificate. For information visit www.aacc.edu/it/project or call 410-777-1333.

INTRODUCTION TO MOBILE APP DEVELOPMENT CE.PRG.MOBILE
Successfully complete the following four courses to earn a continuing education certificate. Visit www.aacc.edu/it/mobileapp or call 410-777-1333.

OLA 358  Introduction to CSS3 and HTML5
OLA 359  Intermediate CSS3 and HTML5
OLA 344  Introduction to JavaScript
OLA 336  Creating Mobile Apps with HTML5

PC TECHNICIAN CE.PCTECH
Successfully complete the following:
NTW 541 CompTIA A+ Certification Prep to earn a continuing education certificate. For information visit www.aacc.edu/it/aplus or call 410-777-1333.

WEB DESIGN CE.WEB-DSGN
Earn a continuing education certificate in Web design by successfully completing the following five courses sequentially within the same term. Prerequisites include CPT 363 Computer Fundamentals or a good working knowledge of Windows 7 and the ability to work comfortably in Web browsers. Visit www.aacc.edu/it/webdesign or call 410-777-1333.

CCT 328  Photoshop: Web Graphic Design
CCT 329  Flash: Web Graphic Design
CCT 397  Dreamweaver: Web Graphic Design
CCT 374  Adobe Acrobat
CCT 352  Concept to Layout: Web Graphic Design

CONSTRUCTION ESTIMATING CE.CSTN-EST
Successfully complete the following courses to earn a continuing education certificate. Visit www.aacc.edu/construction/estimating or call 410-777-2447 or email occupationalskills@aacc.edu for more information.

OCA 507  Introduction to Constructing Estimating
OCA 508  Essential Construction Math
OCA 509  Construction Blueprint Reading
OCA 510  Estimating and Bidding 1
OCA 511  Estimating and Bidding 2
OCA 512  Construction Materials and Processes
CONTINUING EDUCATION CERTIFICATES

DEALER SCHOOL

AACC offers eight continuing education certificates – one for each of the courses listed below – all of which require enrollment in COO 366 Introduction to Casino Games or current dealer license. For information visit www.aacc.edu/hcat/dealerschool or call 410-777-2966.

COO 366 Casino Craps Dealer
  Prerequisite: COO 374 Introduction to Craps
COO 397 Casino Mini Baccarat Dealer
COO 370 Casino Blackjack Dealer
COO 371 Casino Pai Gow Poker Dealer
COO 372 Casino Pai Gow Tiles Dealer
COO 373 Casino Roulette Dealer
CLI 302 Advanced Casino Poker Dealer
  Prerequisite: COO 385 Casino Poker Dealer
COO 396 Casino Carnival Games Dealer

CASINO BLACKJACK DEALER CE.CASINO-BLACKJACK

CASINO CARNIVAL GAMES DEALER CE.CASINO-CG-DEALER

CASINO CRAPS DEALER CE.CASINO-CRAPS

CASINO PAI GOW POKER DEALER CE.CASINO-PAIGOW

CASINO PAI GOW TILES DEALER CE.CASINO-PAIGOW

CASINO POKER DEALER CE.CASINO-POKER

CASINO ROULETTE DEALER CE.CASINO-ROULETTE

MINI BACCARAT DEALER CE.CASINO.MBD

DENTAL ASSISTING

DENTAL ASSISTING AND RADIOLOGY CE.DENTAL-RADIOLOGY

Successfully complete OCA 348 Dental Assisting and Radiology to earn an AACC continuing education certificate and prepare for the Dental Assisting National Board Radiology Exam. Successfully complete OCA 389 Expanded Functions: Chairside and Orthodontics to earn an AACC continuing education certificate and prepare for the Dental Assisting National Board Maryland Expanded Functions General Chairside, Expanded Functions Orthodontic, Infection Control and Certified Assistant examinations. Visit www.aacc.edu/dental. Call 410-777-2922 or email occupationskills@aacc.edu for information.

ENVIRONMENTAL EDUCATION

ENVIRONMENTAL LANDSCAPE MANAGEMENT CE.ENV.LANDSCAPE.MGT

Successfully complete the following courses to earn a continuing education certificate. For information visit www.aacc.edu/environment/landscape or call 410-777-2939.

ENV 508 Smart Landscape Design for the Environment
ENV 512 Rain Garden and Environmental Site Design
ENV 513 Sustainable Landscape Maintenance
HOR 329 Woody Plants for Landscape Installation
ENV 579 Soil Management

ENGLISH AS A SECOND LANGUAGE

Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and subsequent certificates upon completion of the four intermediate courses, four high intermediate courses, four advanced courses and four capstone courses. For information visit www.aacc.edu/esl/academicpurposes or call 410-777-2901.

ENGLISH FOR ACADEMIC PURPOSES BEGINNING PROFICIENCY CE.ESL.ENG-BEG

ESL 301 Beginning Grammar
ESL 302 Beginning Reading and Vocabulary
ESL 307 Beginning Writing
ESL 308 Beginning Listening and Speaking

ENGLISH FOR ACADEMIC PURPOSES INTERMEDIATE PROFICIENCY CE.ESL.ENG-INTER

ESL 311 Intermediate English Grammar
ESL 312 Intermediate Reading and Vocabulary
ESL 318 Intermediate Writing
ESL 319 Intermediate Listening and Speaking

ENGLISH FOR ACADEMIC PURPOSES PROFICIENCY AT THE HIGH INTERMEDIATE LEVEL CE.ESL.HIGH-INTER

ESL 347 High Intermediate Grammar
ESL 348 High Intermediate Reading and Vocabulary
ESL 349 High Intermediate Writing
ESL 346 High Intermediate Listening and Speaking

ENGLISH FOR ACADEMIC PURPOSES ADVANCED PROFICIENCY CE.ESL.ENG-ADV

ESL 321 Advanced English Grammar
ESL 322 Advanced Reading and Vocabulary
ESL 331 Advanced Writing
ESL 332 Advanced Listening and Speaking

ENGLISH FOR ACADEMIC PURPOSES CAPSTONE PROFICIENCY CE.ESL.ENG-CAPSTONE

ACA 100 Student Success
ESL 387 Capstone: Grammar
ESL 389 Capstone: Reading and Vocabulary
ESL 396 Capstone: Academic Speech and Presentations
ESL 399 Capstone: Academic Writing

INTRODUCTION TO TEACHING ESL CE.TEACH-ESL

Successfully complete the following course to earn a continuing education certificate. For information visit www.aacc.edu/esl/introteaching or call 410-777-2901.

ESL 308 Introduction to Teaching ESL
ELL 381 ESL Teacher Practicum
ESL 382 Teaching ESL/EFL Vocabulary
ESL 383 Teaching ESL/EFL Grammar
ESL 384 Teaching ESL/EFL Reading

TEACHING ESL USING THE INTERNET CE.TEACH-ESL-INT

Successfully complete the following course to earn a continuing education certificate. For information visit www.aacc.edu/esl/internet.cfm or call 410-777-2901.

ESL 309 Teaching ESL Using the Internet

TEACHING ESL USING THE IPAD CE.TEACH-ESL-IPAD

Successfully complete the following course to earn a continuing education certificate. For information visit www.aacc.edu/esl/ipad.cfm or call 410-777-2901.

ELL 309 Teaching ESL Using the iPad

FITNESS CERTIFICATIONS

200-HOUR REGISTERED YOGA TEACHER (RYT) TRAINING CE.YOGA.200

200-Hour Registered Yoga Teacher training consists of four noncredit courses to be completed in nine months. Students will learn to teach beginner and some intermediate yoga poses as well as discuss the business aspects of teaching yoga. Visit www.aacc.edu/yoga/yoga200.cfm for information.

YGA 530 Professional Yoga Instructor: Part 1
YGA 531 Professional Yoga Instructor: Part 2
YGA 532 Professional Yoga Instructor: Part 3
YGA 545 Professional Yoga Instructor: 200 RYT Online Module
CONTINUING EDUCATION CERTIFICATES

FLORAL DESIGN

FLORAL DESIGN CE.FLOR-FLORAL-ARRG
Successfully complete the following courses to earn a continuing education certificate. Visit www.aacc.edu/floraldesigner for information or call 410-777-2121.

Required core courses
OCC 331 Floriculture 1: Basic Floral Design
OCA 335 Floriculture 2: Advanced Floral Design
OCA 322 Floriculture 3: High Style Designs
OCC 312 Floriculture: Capstone Project

Choose two electives
OCU 351 Wedding Flowers andCorsages
OCA 357 Floriculture: Home Decors with Silk Flowers
STP 500 Central Sterile Processing Technician

HEALTH

MENTAL HEALTH FIRST AID CE.MENTAL-HEA-AID
Successfully complete TPC 354 Mental Health First Aid to earn a continuing education certificate. For information call 410-777-2159 or visit www.aacc.edu/teach/mentalhealth.

MEDICINE AIDE CE.MEDICINE.AIDE
GNAs: Successfully complete NRN 325 to earn an AACC continuing education certificate. For information visit www.aacc.edu/healthcare/medaide or call 410-777-2560.

BARTENDING CERTIFICATION CE.BARTEND
Successfully complete HCT 342 Bartending Certification to earn a ServSafe Alcohol certification from the National Restaurant Association Education Foundation as well as an AACC continuing education certificate. Visit www.aacc.edu/hcat/bartending for information.

DIGITAL PHOTOGRAPHY CE.DIGITAL-PHOTO
Successfully complete the following courses to earn a continuing education certificate. For information visit www.aacc.edu/photographytraining or call 410-777-2121.

Core Courses
PHO 305 Basic Digital Camera Operations
PHO 346 Digital Photography: Intermediate Advanced Techniques

Elective Courses (select two)
PHO 340 Photographing Nature with your Digital Camera
PHO 343 Travel Photography Using a Digital Camera
PHO 344 Photographing People Using a Digital Camera
PHO 347 Macro photography
PHO 350 Digital Portrait Photography
PHO 353 Basic Adobe Lightroom for Photographers
PHO 354 Shooting in the Dark

HVACR

HVACR ENTRY LEVEL TECHNICIAN CE.HVACR-ENTRY
Successfully complete the following courses to become an HVACR technician and earn an AACC continuing education certificate. Offered in partnership with All-State Career and approved by the U.S. Department of Veterans Affairs, training consists of 16 noncredit courses with each lecture/lab course combination lasting six weeks. Learn how to install, maintain and repair residential and commercial heating and cooling systems at the All-State Career training facility in Baltimore. Students must meet eligibility requirements and schedule an appointment with the HVACR program manager. Call 410-777-2907. For information about AACC’s HVACR training visit www.aacc.edu/hvac.

STP 500 Central Sterile Processing Technician

REGISTRATION INFORMATION 410-777-2325
CONTINUING EDUCATION CERTIFICATES

SENIORS

AMERICAN STUDIES CE.AMER.STDS
MODERN LANGUAGES: FRENCH CE.FRE.MDRN-LANG
MODERN LANGUAGES: SPANISH CE.SPA.MDRN-LANG
WORLD MYTHOLOGY CE.WORLD.MYTH
SIGN LANGUAGE

BEGINNING SIGN LANGUAGE CE.BEGIN.SIGN-LANG
Successfully complete the following courses to earn a continuing education certificate. For information visit www.aacc.edu/signing or call 410-777-2121.
SLG 343 Conversational Sign Language 1
SLG 344 Conversational Sign Language 2
SLG 345 Conversational Sign Language 3

TRANSPORTATION

TRANSPORTATION, LOGISTICS AND CARGO SECURITY CET.ICS.TRANSPORT

TEACHER PROFESSIONAL DEVELOPMENT

PATHWAYS TO TEACHING ADULTS CE.PATH.TEACH.ADULTS
Enhance your skills and knowledge related to successful teaching and learning of adult learners. Maximize instructional effectiveness and quality teaching to promote student success. Successfully complete the following three required core courses and three electives to earn an AACC continuing education certificate. For information visit www.aacc.edu/teach/teachingadults.cfm or call 410-777-2981.
Core Courses
TAD 301 Teaching the Adult Learner
TAD 303 Strategies for Teaching Adults with Diverse Needs
TAD 304 Assessing the Adult Learner
Electives
TAD 302 Engaging and Supporting Students
TAD 305 Technology for Educators
TAD 306 Energizing your Presentations
TAD 307 Innovation in Education
TAD 308 Educator Portfolio Development
TAD 309 Culturally Responsive Instruction
TAD 310 Management Strategies in the Classroom

TRUCK DRIVING

COMMERCIAL DRIVERS LICENSE A CE.CDL.CLASS-A
COMMERCIAL DRIVERS LICENSE B CE.CDL.CLASS-B
Successfully complete both courses that make up Commercial Drivers License (CDL) Class A training (OCA 334 and OCA 335) or the single course for CDL Class B training (OCA 343) to earn an AACC continuing education certificate and gain the training preparation you need to become a truck driver. Offered in partnership with All-State Career, these Motor Vehicle Administration-approved courses can be completed in as few as one to three weeks depending on which license you choose. All classes include both classroom instruction at AACC’s Glen Burnie Town Center as well as behind-the-wheel instruction at a driving range in Baltimore. Students must meet eligibility requirements and schedule an appointment with the CDL program manager. Call 410-777-2935. For information about AACC’s truck driving training visit www.aacc.edu/cdl.

VETERINARY ASSISTING

VETERINARY ASSISTING CE.VET-ASST
Successfully complete the following courses to earn a continuing education certificate. Visit www.aacc.edu/veterinary.
CCS 533 Veterinary Assistant 1: Outpatient, Diagnostics and Pharmacy
CCS 534 Veterinary Assistant 2: Inpatient, Surgery and Emergency

WELDING

WELDING FOR WORK MIG CE.WELD-MIG
WELDING FOR WORK STICK CE.WELD-STICK
WELDING FOR WORK TIG CE.WELD-TIG
AACC offers three continuing education certificates in our Welding for Work Series. For information about Welding for Work visit www.aacc.edu/welding/weldingforwork or call 410-777-2447.
OCC 345 Welding for Work – MIG
OCC 344 Welding for Work – STICK
OCC 346 Welding for Work – TIG

WORLD LANGUAGES

BEGINNING ARABIC CE.BEG-ARABIC
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
Beginning Arabic Series
WLA 301 Arabic Beginning 1
WLA 302 Arabic Beginning 2
WLA 303 Arabic Beginning 3
WLA 304 Arabic Beginning 4

INTERMEDIATE ARABIC CE.INT-ARABIC
Intermediate Arabic Series
WLA 311 Arabic Intermediate 1
WLA 312 Arabic Intermediate 2
WLA 313 Arabic Intermediate 3
WLA 314 Arabic Intermediate 4

BEGINNING FRENCH CE.BEG-FRENCH
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
Beginning French Series
WLF 301 French Beginning 1
WLF 302 French Beginning 2
WLF 303 French Beginning 3
WLF 304 French Beginning 4

INTERMEDIATE FRENCH CE.INT-FRENCH
Intermediate French Series
WLF 311 French Intermediate 1
WLF 312 French Intermediate 2
WLF 313 French Intermediate 3
WLF 314 French Intermediate 4

BEGINNING GERMAN CE.BEG-GERMAN
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
BEGINNING GERMAN CE.BEG-GERMAN
Beginning German Series
WLG 301 German Beginning 1
WLG 302 German Beginning 2
WLG 303 German Beginning 3
WLG 304 German Beginning 4

INTERMEDIATE GERMAN CE.INT-GERMAN
Intermediate German Series
WLG 311 German Intermediate 1
WLG 312 German Intermediate 2
WLG 313 German Intermediate 3
WLG 314 German Intermediate 4

WORLD LANGUAGES

BEGINNING GERMAN CE.BEG-GERMAN
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
Beginning German Series
WLG 301 German Beginning 1
WLG 302 German Beginning 2
WLG 303 German Beginning 3
WLG 304 German Beginning 4

INTERMEDIATE GERMAN CE.INT-GERMAN
Intermediate German Series
WLG 311 German Intermediate 1
WLG 312 German Intermediate 2
WLG 313 German Intermediate 3
WLG 314 German Intermediate 4

WORLD LANGUAGES

BEGINNING GERMAN CE.BEG-GERMAN
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
Beginning German Series
WLG 301 German Beginning 1
WLG 302 German Beginning 2
WLG 303 German Beginning 3
WLG 304 German Beginning 4

INTERMEDIATE GERMAN CE.INT-GERMAN
Intermediate German Series
WLG 311 German Intermediate 1
WLG 312 German Intermediate 2
WLG 313 German Intermediate 3
WLG 314 German Intermediate 4

WORLD LANGUAGES

BEGINNING GERMAN CE.BEG-GERMAN
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.
Beginning German Series
WLG 301 German Beginning 1
WLG 302 German Beginning 2
WLG 303 German Beginning 3
WLG 304 German Beginning 4

INTERMEDIATE GERMAN CE.INT-GERMAN
Intermediate German Series
WLG 311 German Intermediate 1
WLG 312 German Intermediate 2
WLG 313 German Intermediate 3
WLG 314 German Intermediate 4
Students may earn an AACC continuing education certificate upon successful completion of the four beginning courses, and a second certificate upon completion of the following four intermediate courses.

**BEGINNING ITALIAN** CE.BEG-ITALIAN

### Beginning Italian Series
- WLI 301 Italian Beginning 1
- WLI 302 Italian Beginning 2
- WLI 303 Italian Beginning 3
- WLI 304 Italian Beginning 4

**INTERMEDIATE ITALIAN** CE.INT-ITALIAN

### Intermediate Italian Series
- WLI 311 Italian Intermediate 1
- WLI 312 Italian Intermediate 2
- WLI 313 Italian Intermediate 3
- WLI 314 Italian Intermediate 4

**ADVANCED ITALIAN** CE.ADV-ITALIAN

### Advanced Italian Series
- WLI 321 Italian Advanced 1
- WLI 322 Italian Advanced 2
- WLI 323 Italian Advanced 3
- WLI 324 Italian Advanced 4

Students may earn a second certificate upon completion of the following four intermediate courses.

**BEGINNING SPANISH** CE.BEG-SPANISH

### Beginning Spanish Series
- WLS 301 Spanish Beginning 1
- WLS 302 Spanish Beginning 2
- WLS 303 Spanish Beginning 3
- WLS 304 Spanish Beginning 4

**INTERMEDIATE SPANISH** CE.INT-SPANISH

### Intermediate Spanish Series
- WLS 311 Spanish Intermediate 1
- WLS 312 Spanish Intermediate 2
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**ADVANCED SPANISH** CE.ADV-SPANISH

### Advanced Spanish Series
- WLS 321 Spanish Advanced 1
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GBTC • GLEN BURNIE TOWN CENTER
101 Crain Highway N., Glen Burnie, MD 21061

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HCAT • HOTEL, CULINARY ARTS AND TOURISM INSTITUTE
7438 Gov. Ritchie Highway, Glen Burnie, MD 21061

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WHO CAN ENROLL
AACC’s noncredit courses are open to anyone with or without a diploma or degree who is 16 years or older by the first day of class. Classes for students younger than 16 years old are offered through Kids in College and Family Time Intergenerational courses. For intergenerational courses, all youths must register and be accompanied by a registered adult. Out-of-county residents are charged additional fees. Tuition waivers for students with disabilities receiving SSI or SSDI are available for some noncredit, continuing education workforce development and life skills courses. Only enrolled students may attend class.

STUDENT ID
Register for noncredit courses using your AACC ID number or last four digits of your Social Security number to avoid duplicate records and mailings. Parents registering their children must use the child’s student ID.

COURSE COSTS FOR NONCOUNTY RESIDENTS
The price stated at the end of each course description is the total cost, including registration, tuition and supplies, lab or other fees, if any, for county residents. There is an additional charge of $10 per noncredit course for residents of other Maryland counties and $25 per course for out-of-state residents.

A business or agency located in Anne Arundel County, which pays tuition for a nonresident employee/student, is not subject to the surcharge. Courses that do not follow these guidelines have costs indicated with course information.

COURSE COSTS FOR SENIORS
Maryland residents age 60 or older by the first day of class may have the tuition portion of the course cost waived for courses which do not have a dagger (†) next to the price and are not senior-only classes. For these tuition-waived courses, seniors will be responsible for paying a $7 per course, course fee, any fees indicated in the course description and the out-of-county fee if applicable. Seniors residing out of state must pay the full course cost (including tuition, registration and course lab fee) plus the out-of-county and the out-of-state fees.

For all courses marked with a dagger (†) next to the course price, senior students must pay full course cost (including tuition, registration and course fee) plus out-of-county and out-of-state fees, if applicable.

For senior-only courses, seniors age 60 or older may take an unlimited number of courses for $80 per three-month cycle plus supply fees if listed and out-of-county and out-of-state fees if applicable. Students age 55-59 pay $40 tuition per course in addition to the $80 three-month cycle fee. For questions concerning the pricing for these courses, call 410-777-2325.

DISABILITY TUITION WAIVER
Maryland residents who are certified by the Social Security Administration as totally and permanently disabled (or retired due to disability) may be eligible to receive a tuition waiver for certain continuing education courses. Students who qualify for the waiver must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, and submit a Certification for Noncredit Tuition Waiver form to the cashier’s office each year. More information (including the certification form and list of eligible courses) can be found online at www.aacc.edu/noncredit/coursecost.cfm.

PAYMENT AND REFUND POLICY
Payment for noncredit courses is due at the time of registration. AACC accepts American Express, MasterCard, Visa, Discover, check, money order and cash. Cash is only accepted at the Records and Registration office on the Arnold campus.

No refund will be given after the class has started. To receive a refund for a noncredit course that has not started, drop the course by mail, in person or through MyAACC. Your written request must be received by the Registrar, Records and Registration office, before the first class session.

FINDING YOUR NONCREDIT CLASS
You may check your class locations through MyAACC (MyCourses), by checking your printed course confirmation or by calling 410-777-2325. Some class locations may not be assigned until a week before the class starts. Classroom assignments at the public schools and other sites will be prominently displayed and an on-site coordinator will be available to assist you in finding your class.

COURSE CANCELLATIONS
The college may cancel a course that lacks sufficient enrollment a week before it is scheduled to begin. When a course is canceled, we make every effort to notify all registered students promptly. A full refund is processed automatically unless the student elects to transfer to another course or section. You can help avoid cancellations by registering at least two weeks before the starting date.

WAIT LIST PROCEDURES
The wait list is an electronic roster of eligible students who are waiting for a seat to become available in a closed (filled) section. The wait list stores names in order of request to allow access to seats that may become available. There are no wait list limits for Continuing Education/noncredit courses.

If a seat becomes available in a Continuing Education/noncredit course, the system will automatically call you at your phone number on record. You are required to call the Instructional Support Center within 24 hours at 410-777-2325 to complete your registration or you will lose your position on the wait list.

You can use MyAACC to view your wait lists, monitor your position on your wait lists and remove yourself from any unwanted wait lists.

CLOSINGS
When severe weather or other emergency conditions occur, listen to local radio, TV stations or check the college’s home page or www.aacc.edu/stayinformed. Sign up for a text message alert to your cell phone and email address by going to www.aacc.edu/stayinformed.

When the college closes, all classes at all on-campus and off-site locations are canceled for the day. The college does not necessarily close when Anne Arundel County public schools close; however, when public schools close for inclement weather or emergencies all AACC classes at public school locations are canceled.

When Anne Arundel County public schools close as a result of scheduled (nonemergency) closings, AACC classes will meet.

LATE OPENINGS
When the college opens late due to severe weather or other emergency conditions, all continuing education courses scheduled to begin prior to the opening time will be canceled for that day.

PARKING
AACC offers free parking at the Arnold campus and all off-site locations. At the Arnold campus students may park in all unmarked spaces at any time. Students may park in reserved (numbered spaces) after 5 p.m. Mondays through Fridays and all day Saturdays and Sundays, and in faculty/staff spaces after 7 p.m. Mondays through Fridays and all day Saturdays and Sundays.

At the Glen Burnie Town Center and HCAT Institute, use the free public parking garage across the street on Baltimore Annapolis Boulevard. Do not park in the nearby Food Lion parking lot. Your vehicle will be towed.
DIRECTIONS TO CAMPUS
Visit www.aacc.edu/directions or call 410-777-2325. A map of the Arnold campus can be viewed and printed at www.aacc.edu/locationsandmaps.

AACC BOOKSTORE
The AACC Bookstore has locations at the Arnold campus, Glen Burnie Town Center and AACC at Arundel Mills. Visit AACC Bookstore online at www.aaccbooks.com for store hours and to obtain the most current textbook information and learn about ways to save on textbooks. You also can place your textbook order online with the option for delivery to your home or business for a nominal shipping fee. Call 410-777-2220 for information.

ONLINE COURSES
AACC offers both self-paced online courses as well as real-time virtual courses. For technical requirements and links to courses, visit www.aacc.edu/virtualcampus/coned.

If you do not have an online service from home or work, you can access the Internet at the Technology Learning Centers (TLC) in the Andrew G. Truxal Library on the Arnold campus, at the Glen Burnie Town Center or in Suite 206 at AACC at Arundel Mills.

Once you have registered for an online course, call 410-777-2325 or visit www.aacc.edu/virtualcampus/coned for further instructions. See page 3 for a complete listing of AACC’s online partners.

CONTINUING EDUCATION UNITS (CEUS)
A CEU (Continuing Education Unit) is a measure used by continuing education programs. CEUs are awarded to the student upon successful completion as a permanent record of training and professional development activities. While it is not an academic credit, many licensed professions require this nationally recognized way to quantify time spent, in order to obtain or renew industry certification or licenses. In some industries or professions, CEUs can mean increased compensation or recognition. One CEU is equal to 10 contact hours or participation and is awarded by the college.

Many professionals are required to participate in continuing education activities on a yearly basis. The required number of CEUs varies by profession. AACC is proud to be able to offer continuing education units (CEUs) for both online and in the classroom, many of the online courses are offered on a monthly basis, allowing the student to meet renewal deadlines year-round.

DIGITAL BADGES
AACC’s digital badges are online validations of skill, achievement, competency or completion of a continuing education course. Visit www.aacc.edu/badges.

CREDIT/NONCREDIT SHARE
Selected courses may be taken for either academic credit or on a noncredit basis. For credit registration information, call 410-777-2242. If you are enrolled in a credit/noncredit share as a noncredit student you will not earn academic credit. However, with the instructor’s written permission, you may transfer to credit status during the first three weeks (or nine classroom hours) of the course. Continuing education staff can explain the simple transfer procedures.

SYSTEM DOWNTIME
AACC is committed to providing current and progressive technology to enhance and support the college mission. For a complete list of available technologies and services, visit www.aacc.edu/technology.

In order to provide superior service to the college community, regular maintenance is required. In an effort to lessen the impact on students during our routine downtime scheduled on Friday evenings, AACC will implement a new downtime schedule effective January 2014.

New System Downtime Schedule: Scheduled maintenance occurs on the second Friday of each month starting at 6:30 p.m. for updates to all products and systems that support MyAACC to ensure that all system outages affecting students are performed at the same time. Student related services such as ANGEL LMS, MyAACC portal, www.aacc.edu, student email access and the Self Services tab will only be affected once a month. We will continue to reschedule any downtime that coincides with a major college event, such as final exams. Visit www.aacc.edu/technology/downtime.cfm for further downtime updates.

NOTICE OF NONDISCRIMINATION
AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

PROFESSIONAL LICENSURE
AACC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact state’s licensing board to determine whether the AACC course of program meets requirements for licensure in that state. If you need assistance finding contact information for your state, or if you need additional information regarding professional licensure, please contact the school of continuing education and workforce development Instructional Support Center at 410-777-2325.

STUDENT RECORDS POLICY
The college’s School of Continuing Education and Workforce Development and the Center for Workforce Solutions comply with provisions of the Family Education Rights and Privacy Act (Buckley Amendment) of 1974 (Public Law 90-247 as amended) and any regulations that may be promulgated thereunder. The division will permit students to inspect their continuing education records, limit disclosure of these records to others without a student’s prior written consent and provide students with the opportunity to seek correction of these records where appropriate. Requests can also be submitted via MYAACC.

To obtain a copy of your continuing education student record, mail or deliver in person a signed written request to Records and Registration Office, 101 College Parkway, Arnold, MD 21012-1895 or fax to 410-777-2489. Requests must include student’s name, former name (if applicable), AACC ID or Social Security number and full address.

A student has the right to file a written complaint concerning the division’s alleged noncompliance with federal regulations by contacting the Family Education Rights and Privacy Act Office (FERPA), Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

CHANGES AND ERRORS
Courses and class schedules listed in the Noncredit Schedule of Classes are subject to change. The college regrets any discrepancies or typographical errors. This publication should not be regarded as an irrevocable contract between the student and the college.

For additional college policies see the college catalog and visit www.aacc.edu/noncredit.
MISSION
The Anne Arundel Community College Foundation Inc. is a 501(c)3 corporation charged with the mission of securing and stewarding private funds to enhance AACC’s educational endeavors. The foundation supports AACC to maintain its standing as a premier learning community whose students and graduates are among the best prepared citizens and workers of the world.

WAYS TO INVEST
When you invest in AACC with gifts of cash, appreciated securities, real property or through an estate gift, you are ensuring continuity of educational excellence at Anne Arundel Community College. We encourage you to consider a gift to the AACC Foundation – which exists solely to provide financial resources to the college and its priorities.

ANNUAL GIFTS
Annual gifts are the cornerstone of the AACC Foundation fundraising effort. They provide needed funds for special programs and projects that support Anne Arundel Community College.

TAX-FREE GIVING THROUGH INDIVIDUAL RETIREMENT ACCOUNTS (IRA)
If you are older than age 70½, the federal government permits you to roll over amounts up to $100,000 from your IRA to charity without claiming any increased income or paying any additional tax. Simply contact your IRA custodian and request that an amount be transferred to the AACC Foundation Inc.

GIFTS TO SUPPORT STUDENT SCHOLARSHIPS
One of our greatest needs is for student scholarships. While tuition remains reasonable, the combined cost of educational and living expenses means that many students require financial aid. The foundation’s privately funded scholarship program provides that aid for hundreds of students each year.

LEADERSHIP GIFTS TO SUPPORT AACC FACULTY AND PROGRAMS
AACC offers many opportunities to partner with and support its faculty and to invest in new or existing programs to enhance student learning. We work with you to ensure your leadership level gift reaches the faculty or study area of your interest, and maximizes its impact on student success.

MEMORIAL AND TRIBUTE GIFTS
These gifts are provided in loving memory of a friend or family member or given on a special occasion. They are a special way to pay tribute to those who are dear to you. Please be sure to give us the names and contact information of friends and loved ones as we will send a special card recognizing your generosity.

PLANNED GIFTS
We hope you will remember AACC in your gift planning process. There are many ways to make a lasting commitment to the college and its students. Planned gifts can provide tremendous benefit to the college while helping you to save taxes, increase your income and pass your estate onto your heirs.

MATCHING GIFTS
Many businesses and corporations offer a matching gifts program to their employees. By including your company’s matching gift form with your donation, you can double or even triple, the size of your gift.

For information about the foundation and its activities, as well as opportunities for investment in AACC and its students, please contact the foundation office at 410-777-2515 or foundation@aacc.edu. Visit our website: www.aacc.edu/foundation where you may also make a donation online. When making a gift by check, please make it payable to: AACC Foundation Inc. and mail it to: AACC Foundation, 101 College Parkway, Arnold, MD 21012-1895.

2015-2016 ANNE ARUNDEL COMMUNITY COLLEGE FOUNDATION INC. BOARD OF DIRECTORS
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Jay I. Winer, immediate past president
Henry N. Libby, Esq., vice president
J. Mitchell Krebs, treasurer
Karen L. Cook, Esq., secretary
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Vollie Melson, executive director
Dr. Dawn Lindsay, president, AACC

WWW.AACC.EDU/CONED
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NEED HELP PAYING FOR COLLEGE?
One of these options may work for you. Visit us on the Web or contact AACC’s
Financial Aid office to learn more.

AACC CONTINUING EDUCATION
JOB TRAINING SCHOLARSHIPS
These need-based scholarships cover up to $1,000 toward the costs of approved
training. To apply, download the application from www.aacc.edu/aid/coned or
contact the financial aid office at 410-777-2203.

PRIVATE STUDENT LOANS
Private student loans are available for many continuing education courses. To apply,
visit www.aacc.edu/aid/coned or contact the Financial Aid office at 410-777-2203.

VETERANS’ BENEFITS
Veterans with military benefits may be eligible to use their VA benefits for the
following training: A+ Certification and PC Technician, Craps Dealer, Dental Assisting,
HVAC Technician, Mini Baccarat Dealer, Roulette Dealer and Truck Driving. Visit
www.aacc.edu/aid/veterans or contact the Financial Aid office at 410-777-2203.

DIVISION OF REHABILITATION SERVICES (DORS)
People with disabilities may schedule an appointment with a representative from the
Maryland state Department of Education at 410-412-7090.

ENTREPRENEURIAL STUDIES SCHOLARSHIP
Funding for training to start your own company or run your own business
smarter may be available through the Philip E. and Carole R. Ratcliffe Foundation
Entrepreneurial Studies Scholarship from AACC’s Entrepreneurial Studies Institute.
Visit www.aacc.edu/esi/scholar.

WIA TRAINING FUNDS
People who are unemployed may contact a representative from the Anne Arundel
Workforce Development Corp. at 410-424-3276 to find out qualifications for federal
WIA job training funds.

CONTINUING EDUCATION PAYMENT PLAN
Need job training but not ready to pay for the full tuition and fees in advance?
AACC is pleased to offer a monthly payment plan for selected noncredit continuing
education courses. Depending on the length of the course, students pay a 40 percent
or 50 percent down payment and then one, two or three equal monthly payments.
Students can elect to have monthly payments automatically deducted from a
bank account or charged to a credit card. There is a $25 nonrefundable enrollment
fee per course for the service. For information and a list of eligible courses, visit
www.aacc.edu/coned/payment/default.cfm.
HOW TO REGISTER FOR CLASSES.

NEW AND RETURNING STUDENTS: Your choice, register with MyAACC, by mail, fax or in person.

REGISTER ONLINE THROUGH MyAACC  IT’S FAST. IT’S CONVENIENT. IT’S SECURE. Go to https://portal.aacc.edu.

HOW TO ACCESS YOUR MyAACC ACCOUNT:

1. Returning Students: Enter your User Name and Password
2. New Students: Enter your User Name and Password
3. MyAACC Help Topics
   - New Students - Click MyAACC Help Topics to create an account (Online Personal Identification Form)
   - Returning Students - Click MyAACC Help Topics to reset your password (Password Management Tool)
4. To register, select: Self Services
5. Then select: Registration – Continuing Education Classes
6. Then select: Register and pay for Continuing Education Noncredit Classes

REMEMBER
- Full payment is due at the time of registration
CHOOSE THE ONE THAT'S RIGHT FOR YOU.

REGISTER IN PERSON
ATM card, credit card, check or money order. Cash is only accepted at the cashier’s office on the Arnold campus, Student Services Center Room 120.
Continuing Education and Workforce Development Center for Applied Learning and Technology Room 115
Arnold campus
8 a.m.-8 p.m. Monday-Thursday
8 a.m.-5 p.m. Friday
8 a.m.-noon Saturday
410-777-2325
Records and Registration / Arnold Campus
410-777-2325
AACC at Arundel Mills
410-777-2010
Glen Burnie Town Center
410-777-2945
Fort Meade Army Education Center
410-672-2117/3554

REGISTER BY MAIL
Continuing Education and Workforce Development Arnold campus – CALT 115
101 College Parkway, Arnold, MD 21012-1895
Credit card, check or money order (payable to AACC)

REGISTER BY FAX
410-777-4325
Credit card.

WHY DO COURSES SOMETIMES CANCEL?
All classes require a minimum enrollment (usually within a week of the course’s start date) in order for that course to run. That’s why it’s so important to register early. If you have signed up for a class and we cancel it, we will contact you.

REMEMBER ► FULL PAYMENT IS DUE AT THE TIME OF REGISTRATION

Arnold campus map
www.aacc.edu/locationsandmaps

Continuing education
QUICK LINK TO PROGRAM INFORMATION WITH ADDITIONAL LINKS TO REGISTRATION AND SCHOOL INFORMATION
www.aacc.edu/coned

Noncredit registration
PRINT AN EXTRA REGISTRATION FORM; LOCATE POLICIES AND PROCEDURES
www.aacc.edu/noncredit

AACC Bookstore
BOOKS AND SUPPLIES
www.aaccbooks.com

IMPORTANT CONNECTIONS
Earn your bachelor’s or master’s degree without leaving the county.

- Business.
- Cyber.
- Education.
- Engineering.
- Human Resources.
- Information Systems.
- Nursing.
- Public Safety Administration.

Take classes at AACC locations with members of the AACC University Consortium, a select group of four-year colleges and universities. The consortium is headquartered at AACC at Arundel Mills, a Maryland Regional Higher Education Center. Degree programs also are offered on the Arnold campus. AACC University Consortium participating colleges are listed on back.

Degrees offered by the four-year partners link with AACC associate degree programs, providing a seamless transfer. Take advantage of this convenient program today!
FROSTBURG STATE UNIVERSITY

DEGREE AVAILABLE
Bachelor of Science in Engineering with a concentration in electrical engineering.

Classes available at AACC at Arundel Mills.

INFORMATION
Phone: 410-777-1363
Email: dltaynor@frostburg.edu
Web: www.frostburg.edu/engr-arundel-mills

STEVENSON UNIVERSITY

Imagine your future. Design your career.

DEGREES AVAILABLE
Accelerated Nursing R.N. to B.S. option for registered nurses who want to complete a bachelor’s degree in nursing. Classes available at Arnold campus.

INFORMATION
Phone: 443-352-4058
Email: tchristio@stevenson.edu
Web: www.stevenson.edu/gps

NOTRE DAME OF MARYLAND UNIVERSITY

DEGREES AVAILABLE
Bachelor of Arts in Liberal Studies/Elementary Education
Master of Arts in Teaching (M.A.T.)
Master of Arts in Leadership in Teaching (LDT)
Certifications in Administration and Supervision, Special Education, Library Media Specialist, TESOL and Reading Specialist

Classes available at Arnold Campus and AACC at Arundel Mills.

INFORMATION
Phone: 410-532-5500
Email: rweber@ndm.edu (only for undergraduate programs)
      kcorley@ndm.edu (only for graduate programs)
Web: www.ndm.edu/academics/school-of-education

McDANIEL Graduate and Professional Studies

DEGREES AVAILABLE
Bachelor of Science in Business Administration
Bachelor of Science in Cybersecurity
Bachelor of Science in Information Systems Management
Bachelor of Science in Management Studies
Bachelor of Science in Public Safety Administration

Classes available at AACC at Arundel Mills.

INFORMATION
Phone: 410-777-1882 | 800-888-UMUC (8682)
Email: arundelmills@umuc.edu
Web: www.umuc.edu/visitors/locations/arundelmills.cfm

University of Maryland University College

DEGREES AVAILABLE
Bachelor of Arts in Liberal Studies/Elementary Education
Master of Arts in Teaching (M.A.T.)
Master of Arts in Leadership in Teaching (LDT)
Certifications in Administration and Supervision, Special Education, Library Media Specialist, TESOL and Reading Specialist

Classes available at Arnold Campus and AACC at Arundel Mills.

INFORMATION
Phone: 410-532-5500
Email: rweber@ndm.edu (only for undergraduate programs)
      kcorley@ndm.edu (only for graduate programs)
Web: www.ndm.edu/academics/school-of-education

DEGREE AVAILABLE
Bachelor of Science in Engineering with a concentration in electrical engineering.

Classes available at AACC at Arundel Mills.

INFORMATION
Phone: 410-777-1363
Email: dltaynor@frostburg.edu
Web: www.frostburg.edu/engr-arundel-mills
**CONTINUING EDUCATION REGISTRATION and/or DROP FORM**

**TERM:**
- [ ] FALL
- [ ] WINTER
- [ ] SPRING
- [ ] SUMMER

**YEAR:**

**STUDENT'S LEGAL LAST NAME:**

**STUDENT'S LEGAL FIRST NAME:**

**MIDDLE INITIAL:**

**STREET ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**COUNTY:**

**EMAIL ADDRESS:**

**BUSINESS PHONE:**

**HOME PHONE:**

**CELL PHONE:**

**BIRTH DATE:**

**MONTH:**

**DAY:**

**YEAR:**

**GENDER:**

[ ] MALE  [ ] FEMALE

---

### Optional for Reporting Purposes Only:

**ETHNICITY**

- [ ] HISPANIC OR LATINO
- [ ] AMERICAN INDIAN OR ALASKA NATIVE
- [ ] ASIAN
- [ ] BLACK OR AFRICAN-AMERICAN
- [ ] NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- [ ] WHITE

**RACE**

- [ ] NOT HISPANIC OR LATINO
- [ ] ASIAN
- [ ] BLACK OR AFRICAN-AMERICAN
- [ ] NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- [ ] WHITE

**CITIZENSHIP (REQUIRED):**

- [ ] U.S.
- [ ] PERMANENT ALIEN RESIDENT (SUBMIT PROOF OF ALIEN REGISTRATION CARD)
- [ ] TYPE OF VIS
- [ ] FOREIGN COUNTRY OF CITIZENSHIP

**RESIDENCY (REQUIRED):**

- [ ] YES
- [ ] NO

I have maintained my legal domicile in ____________ for at least 3 months.

- [ ] YES
- [ ] NO

I have maintained my legal domicile in Maryland for at least 3 months.

---

**CONTINUING EDUCATION CERTIFICATE CODE (IF APPLICABLE):**

**GRADE:**

**SCHOOL CODE:**

**MARYLAND REAL ESTATE LICENSE NUMBER:**

---

**REGISTER • DROP**

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**MARYLAND OUT-OF-COUNTY RESIDENT FEE ADD $10 EACH COURSE ➪**

**OUT-OF-STATE FEE ADD $15 EACH COURSE ➪**

---

**I certify that the information I have given on this form is accurate and complete. By proceeding with this registration I agree to abide by the Academic Integrity Policy and all other college policies as cited in the college catalog.**

---

**REQUIRED STUDENT SIGNATURE**

**DATE**

**IT IS UNDERSTOOD AND AGREED BY YOUR SIGNATURE THAT YOU ARE HEREBY RESPONSIBLE AND OBLIGATED TO PAY FOR THE ABOVE COURSES.**

---

**PARENT/GUARDIAN SIGNATURE (if student under 16 years)**

**DATE**

**PAYMENT IS DUE AT TIME OF REGISTRATION. NO REFUNDS GIVEN AFTER THE CLASS HAS STARTED.**

**CHARGE MY:**

- [ ] AMERICAN EXPRESS
- [ ] MASTERCARD
- [ ] VISA
- [ ] DISCOVER

**ATTACHED IS MY CHECK/MONEY ORDER PAYABLE TO AACC.**

**ACCOUNT # _______________________**

**EXP DATE: ________________________**

**CARDHOLDER SIGNATURE: _______________________**

---

**Notice of Nondiscrimination:** AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceoffice@aacc.edu or Maryland Relay 711.

---

**QUESTION? CALL 410-777-2325**
**Term:**
- Fall
- Winter
- Spring
- Summer

**Year:**

**Ethnicity Check One**
- Hispanic or Latino
- American Indian or Alaska Native
- Not Hispanic or Latino
- Asian
- Black or African-American
- Native Hawaiian or Other Pacific Islander
- White

**Citizenship (Required)**
- U.S.
- Permanent Alien Resident (Submit proof of Alien Registration Card)

**Residency (Required)**
- Yes
- No
- I have maintained my legal domicile in Maryland for at least 3 months.

**Maryland Out-of-County Resident Fee Add $10 Each Course**

**Maryland Out-of-State Fee Add $15 Each Course**

**Notice of Nondiscrimination:**
AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to schedule an appointment with the college's Title 504 Coordinator. Ask for Mr. Ronald E. Gunter.

**Continuing Education Certificate Code (If Applicable):**

**Grade:**

**School Code:**

**Maryland Real Estate License Number:**

**Required Student Signature:**

**Parent/Guardian Signature:** (if student under 16 years)

**Date:**

**Register • Drop Course ID • Section • P/N Code • Title • Start Date • Days • Times • Location • Cost**

**Register • Drop Form**

101 College Parkway • Arnold, MD 21012-1895

**Business Phone**

**Home Phone**

**Cell Phone**

**Email Address**

**AACC ID Number or Last Four Digits of SSN**

**Birth Date**

**Gender:**
- Male
- Female

**Month**

**Year**

**City**

**State**

**Zip**

**Student's Legal First Name**

**Middle Initial**

**Student's Legal Last Name**

**Street Address**

**Month**

**Year**

**Term:**
- Fall
- Winter
- Spring
- Summer

**Fee:** 410-777-4325

**Fax:** 410-777-4325

**Website:** www.aacc.edu
TINA NEWTON
Former flight attendant.
Marketing major.
Transferring to four-year college.
Full scholarship recipient – debt free.

At AACC, we have been redefining futures for people like Tina since 1961. Choose from hundreds of degree and certificate programs to launch or advance your career. To see Tina’s complete story, visit aacc.edu/redefine.