

## BUSINESS SKILLS

### Federal Job Search

A key element in the federal job search process is the federal vacancy announcement. This class will save you time and frustration. You will learn to interpret the federal jargon, align your skills to current openings, and apply for jobs for which you are eligible and qualified. You will examine the unique skills you bring to the workplace and how they fit into the federal job market. \$70

- Sat 9am-4pm, Sep 10  
#7410 XB 153 M1633

### Writing an Effective Federal Resume

A federal job resume differs from the concise, one-page resume typically used for corporate job searches. Submitting an effective federal resume is a key component of a successful federal job search. Learn about the preferred style and format for federal resumes. This class also includes tips for posting a resume to a federal job board. Please bring your resume to class. \$70

- Sat 9am-4pm, Oct 01  
#7411 XB 154 M1634

### Developing Attention-Getting KSAs

KSA (Knowledge, Skills, and Abilities) essays are still requested for many federal job openings. Even if a job announcement doesn't request them, KSA statements can help you prepare for a structured federal job interview. The techniques and concepts presented in this class will help you develop more effective KSA statements for use in your federal job search. \$70

- Sat 9am-4pm, Jul 09  
#5944 XB 152 M1605
- Sat 9am-4pm, Oct 22  
#7412 XB 152 M1635

### Acing the Federal Interview

"Your resume gets you the interview; the interview gets you the job." What should you do and say during the interview to get you that ever elusive job offer? The current buzz in federal interviewing is about "situational interviewing," which is based on your previous behavior. Studies show that the way you behaved in a previous similar circumstance is a strong predictor of how you will act in a future situation. The Merit Systems Protection Board is recommending that federal agencies use situational interviewing, a tried and true technique. Come find out how this knowledge can help with your federal job interview. \$70

- Sat 9am-4pm, Aug 06  
#5947 XI 108 M1606
- Sat 9am-4pm, Nov 05  
#7413 XI 108 M1636

### Developing Sponsorship Opportunities: Hidden Dollars

Find out how to obtain sponsorships for your special events, develop associate memberships, and make the most of non-dues revenue sources on a year-long basis. \$25\*\*

- Thu 6:30pm-9:30pm, Nov 03  
#7359 XE 451 M1623

### Marketing Your Meetings and Exhibits

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

- Thu 6:30pm-9:30pm, Oct 20  
#7354 XE 705 M1621

### The Site Selection Process

Learn the basic steps of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. \$25\*\*

- Tue 6:30pm-9:30pm, Nov 29  
#7348 XE 530 M1618

### Working With Hotels

Anyone interested in planning an event at a hotel will benefit by understanding hotel profit centers, contract negotiations, legal issues and license requirements. This course covers writing a request for proposal (RFP), developing a meeting resume, and preparing addendums that will protect the organization. \$25\*\*

- Thu 6:30pm-9:30pm, Jul 21  
#5915 XE 706 M1602
- Thu 6:30pm-9:30pm, Nov 10  
#7350 XE 706 M1619

### Conference Planning Management

Perfect your skills in time management, delegation and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. \$50

- Sat 9am-4pm, Sep 24  
#7346 XB 611 M1617

### Table Etiquette for the Event Planner

Compare various ways of implementing traditional tabletop rules in our modern society. Learn the basics of table settings from linens to china, silver, crystal, and table decor. Discover the fine points of etiquette that may come in handy at your next event. Instructor: Jennifer Saul. \$25\*\*

- Sat 10am-1pm, Oct 01  
#7897 XE 479 M1651

## Creating a Request for Proposal

Request for Proposal (RFP) is an invitation for suppliers to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company's history. RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Learn how to create effective RFPs that will achieve the results you want. \$50

- Sat 9am-4pm, Oct 29  
#7356 XB 956 M1622

## Writing Grant Proposals

Develop and package convincing and hard-hitting grant proposals that will sell your capabilities and meet the needs of the funding organization. \$50

- Fri 9am-4pm, Oct 14  
#7367 XI 673 M1625

## ENTREPRENEURSHIP, SELF-EMPLOYMENT & SMALL BUSINESS

### Starting a Small Business

Learn from Vincent Mallozi, a colleague of the author of Starting a Small Business, how to create effective business strategies, how to analyze your competition, how to set up your books for successful financial management, and much more. You will have ample opportunity to ask questions and to develop worksheets specifically tailored to your own business, and you will come away from class with tips, techniques, and an action plan you can start using right away. You will also receive a copy of Starting a Small Business. \$180 (includes \$30 materials fee\*)

- Sat 9am-4pm, Sep 24-Oct 01  
#0181 XB 701 J1683

### Business Plan: Blueprint for Success

Develop goals and objectives for your business ventures. You will examine the many elements of the business plan and the various uses and dynamic nature of the planning process. \$50

- Sat 9am-4pm, Oct 15  
#7371 XB 592 M1730

### Financial Aspects of Your Business

Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, what is a factor?, and the difference between conventional loans and SBA loans. Instructor: Archisa Mehan, Vice President, Commercial Banking, Sandy Spring Bank. .6 CEUs. \$50

- Wed 6:30pm-9:30pm, Oct 12-Oct 19  
#7898 XB 173 M1732

## Marketing Strategies for Today and Tomorrow

Examine advertising and promotional techniques such as press releases, brochures, newsletters, local magazines, newspapers, radio, direct mail, and telephone yellow pages. \$50

- Sat 9am-4pm, Oct 29  
#7372 XB 340 M1731

## How to Find, Select, and Finance an Affordable Franchise

Take control of your future and own your business through franchising. Find out how you can select the right franchise for the current economy. Topics include the pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular, and the Franchise Agreement. Create your own possibilities! \$25\*\*

- Sat 9am-12pm, Oct 01  
#7377 XE 437 M1735

## Basic Federal Tax Information for Small Business

This course provides instruction to new or prospective business owners on their rights and obligations under our nation's tax systems. Topics include types of business entities and the advantages and disadvantages of each. Different tax forms are discussed, payroll requirements and reporting, initial filing requirements with the federal government as well as with state taxing authorities, and a myriad of other tax topics will be discussed. This course is taught by a practicing CPA who specializes in start-up business. \$50

- Sat 9am-4pm, Nov 19  
#7375 XB 584 M1734

## Contract Opportunities in the State and County

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

- Mon 6:30pm-9:30pm, Nov 14  
#7365 XE 495 M1729

## Accounting and Recordkeeping for Small Business

A certified public accountant will explain various methods of accounting, how they function, and the factors to consider when selecting the method for your business. A case study of an accounting system for a small business will be completed in class. Required documentation for business transactions will be discussed; how long to keep business records will be reviewed. \$50

- Sat 9am-4pm, Nov 05  
#7373 XB 593 M1733

### **Establishing a Consulting Practice**

If you have a marketable skill, you can develop your own full or part-time consulting business by identifying future trends and opportunities in the consulting industry, estimating start-up costs and monthly expenses, locating clients, and marketing your services. \$50

- Sat 9am-4pm, Jun 25  
#5921 XB 587 M1704

### **Crash Course in Event Planning**

Come acquire the basics of event planning. Discover how to organize, plan, and execute an event in style. Please bring an event that you are currently working on such as a meeting, conference, retreat, baby shower, birthday, or reunion to class. We will work together to make your event a success! \$45

- Tue,Thu 6:30pm-9pm, Oct 04-Oct 06  
#7361 XB 980 M1624

### **Starting Your Meeting Planning Company**

Have you ever thought of starting your own meeting management company and didn't know where to begin? This program will provide you with the information you need to establish your own business. In addition, you will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. \$50

- Sat 9am-4pm, Jul 30  
#5916 XB 595 M1603
- Sat 9am-4pm, Oct 15  
#7352 XB 595 M1620

### **How to Create a Women's Organization**

Learn how you can create a successful women's organization in your area. This class will include start-up information, methods for attracting members, and ways to establish the organization in the community. You will create a simple marketing strategy involving free radio ads, set benchmarks of success, and find speakers who will speak for free. \$50

- Mon 6:30pm-9:30pm, Oct 03-Oct 10  
#7369 XB 939 M1626

### **Floriculture III: Advanced Seasonal and Event Designs**

For advanced floriculture students: learn the unique requirements and concepts of seasonal and party event designs. You will be working on larger designs in this class. Please bring wire cutters and floral knife to first class. A \$300 floral supplies fee\* payable to the instructor is due at the first class. 1.6 CEUs. \$150

- Mon,Wed 6:30pm-8:30pm, Sep 12-Oct 31  
#7331 XB 144 M1616

### **Such a Voice (Voice-Overs)**

Voice-overs are hot today! You don't have to be an actor to get voice-over work, but it certainly doesn't hurt! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! The instructor, Dan Levine, has many years of experience as a professional performer. He will demonstrate voice-over technique and will introduce you to the voice-over business as a whole. He will also talk about the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results! \$59\*\*

- Mon 7pm-9pm, Jul 11  
#5949 XE 100 J1607
- Sat 10am-12pm, Oct 01  
#7145 XE 100 J1612

### **Floriculture: Advanced Floral Design**

This upper-level course covers advanced designs. Current trends will be used to keep the class fresh and up-to-date. Prerequisite: Basic Floral Design. This class introduces you to the "event" floral industry--much different from the traditional retail shop--and relies on your creativity to enhance designs introduced by the instructor. The class covers bridal designs as well as party designs. Theme parties will also be discussed along with possible career choices as a party planner. \$250 floral supplies fee\* payable to the instructor at the first class. NOTE: Please bring wire cutters and floral knife to first class. \$150

- Mon 6:30pm-9:30pm, Jun 27-Aug 22  
#5913 XB 877 M1600

### **Notary Public Procedures**

For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. \$45

- Sat 10am-4pm, Aug 13  
#5917 ZB 484 M1700

### **Applied Notary Practices and Procedures**

A continuation of ZB 484, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. \$45

- Sat 10am-4pm, Aug 20  
#5918 ZB 518 M1701

## CHILDCARE

### Infant/Toddler Care

Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Purchase textbook from HCC bookstore before class. (T) 5.4 CEUs. \$230 (includes \$15 materials fee\*)

- Sat 9am-4:30pm, Jul 09-Aug 27  
#5956 ZB 590 J1711
- Sat 9am-4:30pm, Oct 22-Dec 17  
#7291 ZB 590 J1715

### Medication Administration

Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides 6 clock hours of MSDE Core of Knowledge: Health, Safety and Nutrition and addresses NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction is provided by qualified health professionals. MDSE Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. HSN. .6 CEUs. \$69 (includes \$15 materials fee\*)

- Sat 9am-3:30pm, Sep 10  
#7288 ZB 684 J1716

### Communication Skills for Child Care Professionals

This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day. .9 CEUs. \$75 (includes \$5 materials fee\*)

- Sat 9am-2pm, Nov 05-Nov 12  
#7287 ZB 654 J1719

### Family Child Care Pre-Service SERIES

This class satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: 4 clock-hours of training in each of the state approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. You must attend all classroom hours and complete all coursework to successfully complete this course. Call 443-518-4049 for more information. 2.4 CEUs. \$150 (includes \$15 materials fee\*)

- Sat 9am-5:30pm, Jul 09-Jul 23  
#5955 ZB 696 J1710
- Sat 9am-5:30pm, Sep 17-Oct 01  
#7290 ZB 696 J1717

### Pre-Service MODULES

Take one, some, or all of the following:

#### Family Child Care - Child Development

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

- Sat 9am-1pm, Sep 17  
#7298 ZB 663 J1720

#### Family Child Care-Curriculum

MSDE approved training for Family Child Care Pre-service - Module 2 (Curriculum) 4 clock-hours. .4 CEUs. \$30

- Sat 1:30pm-5:30pm, Sep 17  
#7299 ZB 664 J1721

#### Family Child Care - Health, Safety and Nutrition

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

- Sat 9am-1pm, Sep 24  
#7300 ZB 665 J1722

#### Family Child Care- Special Needs

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

- Sat 1:30pm-5:30pm, Sep 24  
#7301 ZB 666 J1723

#### Family Child Care - Professionalism

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

- Sat 9am-1pm, Oct 01  
#7302 ZB 667 J1724

#### Family Child Care- Community

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

- Sat 1:30pm-5:30pm, Oct 01  
#7303 ZB 668 J1714

## Emergency Preparedness Training for Child Care Providers

This course provides 6 clock-hours of MSDE-approved training in Emergency and Disaster Preparedness for child care. Become better prepared to keep children safe and secure in the event of emergency or disaster situations. Develop a written emergency plan for your child care setting and plan for the unique needs of children during emergency situations. Bring these items to class for your personal plan: your MSDE child care facility license number, two evacuation locations with address and phone number; family providers should also bring telephone numbers of a neighbor and a substitute. Lunch is provided. .6 CEUs. \$15

- Sat 9am-3:30pm, Dec 17  
#7286 ZB 655 J1718

## Child Care: 90 Hours

This certificate course is approved by the Maryland State Department of Education to satisfy the requirement of 90 hours of training for directors and child care teachers to work with children birth to age six in group child care centers. In addition, the first half of our 90 hours course covers child growth and development from birth to adolescence and will satisfy the first half of the 90 hours for directors and child care teachers in school-age before/after care group centers. This course may also be used in place of the pre-service family child care modules. Text required for the first class. (T) 9.0 CEUs. \$320

- Sat 8:30am-4:30pm, Sep 17-Dec 10  
#7382 ZB 457 M1736

## School Age Child Care Administration

This certificate course has been approved by the Maryland State Department of Education to meet the additional course requirement to be the director of a school-age child care program. Topics include program design and management, budget, daily operations, staff management, and curriculum activities. Full attendance required. Text required at first class. (T) 4.5 CEUs. \$175

- Sat 8:30am-4:30pm, Jul 23-Aug 27  
#6043 ZB 483 M1712
- Sat 8:30am-4:30pm, Oct 29-Dec 10  
#7385 ZB 483 M1738

## School-Age Curriculum Development: 45 Hours

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

- Sat 8:30am-4:30pm, Jul 23-Aug 27  
#6042 ZB 656 M1713
- Sat 8:30am-4:30pm, Nov 05-Dec 17  
#7384 ZB 656 M1737

## Child Care Administration for Directors

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

- Sat 8:30am-4:30pm, Sep 17-Oct 22  
#7386 ZB 675 M1739

## OTHER OCCUPATIONS/TRADES

### CDL Learner's Permit Prep

Prepare for the MVA, CDL Class-A or B Commercial Driver permit exam. Topics include general knowledge, air brakes, transporting passengers, and combination vehicles. We recommend you obtain a CDL Learners Manual at the local MVA office and read sections 1-6 before class starts. \$60

- Tue,Thu 6pm-9pm, Aug 23-Aug 25  
#5930 ZB 110 M1709
- Tue,Thu 6pm-9pm, Oct 18-Oct 20  
#7405 ZB 110 M1742
- Tue,Thu 6pm-9pm, Dec 13-Dec 15  
#7406 ZB 110 M1743

### Construction Estimating I

This course is an introduction to construction estimating. It includes the purpose, basic methods of preparing estimates, types of estimates, and specifics relative to selected construction trades. Prerequisites: Math Competency and XM 339. Text required at first class. Text required at first class. (T) 4.2 CEUs. \$380

- Tue 6pm-9pm, Sep 06-Dec 06  
#7379 XM 348 M1627

### Real Estate: Appraisal Principles & Procedures

This course is the first in a series of four (4) courses designed to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics to be covered include: real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Attendance is mandatory. A final examination will be given. A calculator is required for this course. Any basic calculator will suffice. However, if the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended (and is required for the third course in this series; Appraisal Practices and Analysis Part II). (T) 6.0 CEUs. \$640

- Mon,Wed 6pm-10pm, Sep 07-Oct 31  
#7395 ZB 640 M1741

## Real Estate: Appraisal Standards And Ethics

This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics include licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Textbook required at the first class. Textbook: Uniform Standards of Professional Appraisal Practice, and accompanying student manual. Prerequisite: Real Estate: Appraisal Principles and Procedures. Call The Appraisal foundation 202-347-7722 or 1-800-348-2831. www.appraisalfoundation.org (Approved 15 hours.) \$250

- Fri,Sat 8:30am-4:30pm, Nov 04-Nov 06  
#7342 ZB 562 M1727
- Sun 10am-12pm, Nov 04-Nov 06  
#7342 ZB 562 M1727

## Real Estate: Appraisal Practices & Analysis Part I

This course is third in a series of four courses that meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include residential markets and analysis, highest and best use, site valuation and the cost approach. To meet requirements you must attend all 30 classroom hours. A final examination will be given. Calculator required. (T) \$320

- Mon,Wed 6pm-10pm, Nov 07-Dec 05  
#7343 ZB 641 M1728

## Real Estate Principles and Practices for Salespersons

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. This course meets for a total of 60 classroom hours. Students must have 100 percent attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read the first 4 textbook chapters before the first class session. Text required at first class. (T) 6.0 CEUs. \$540

- Tue,Thu 10am-1:15pm, Sep 06-Nov 10  
#7394 ZB 461 M1740

## Computers & Information Technology

### COMPUTER BASICS

#### Introduction to Keyboarding

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed, and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text/software is available at the Bookstore (not included in course cost). (T) \$144 (includes \$45 computer fee\*)

- Tue 6:30pm-9:30pm, Sep 13-Oct 18  
#7159 XA 355 J1611

## Working With Windows

Learn the basic operating system concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories and Web integration features. Gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. .9 CEUs. \$150 (includes \$45 computer fee\*)

- Mon,Wed,Fri 6:30pm-9:30pm, Oct 03-Oct 07  
#7293 XA 713 J1807

### OFFICE APPLICATIONS

#### Microsoft Word Level 1

Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows. 1.2 CEUs. \$215 (includes \$80 computer fee\*)

- Mon,Wed 6:30pm-9:30pm, Oct 10-Oct 19  
#7295 XA 869 J1806

#### Microsoft Excel Level 1

Learn to create, modify, print, and format worksheets, use templates, styles and AutoFormats, and find and replace data. Prerequisite: Working with Windows or equivalent. 1.2 CEUs. \$215 (includes \$80 computer fee\*)

- Tue,Thu 6:30pm-9:30pm, Jul 12-Jul 21  
#5952 XA 872 J1802
- Tue,Thu 6:30pm-9:30pm, Nov 01-Nov 10  
#7296 XA 872 J1805

#### Microsoft Excel Level 2

Learn how to create 3-dimensional formulas, display multiple workbooks, filter lists using autofilter and outline data. You will also learn how to create charts, import data from other Office applications, create comments and publish worksheets to the Web. Prerequisite: Microsoft Excel Level 1 or equivalent. 1.2 CEUs. \$215 (includes \$80 computer fee\*)

- Tue,Thu 6:30pm-9:30pm, Jul 26-Aug 04  
#5953 XA 873 J1803
- Tue,Thu 6:30pm-9:30pm, Nov 01-Nov 10  
#6159 XA 873 J1812

### PROGRAMMING

#### Help Desk Technology, Part 2

In this six hour course, you will be introduced to call management and problem resolution software; the concept of asset management and its application to Help Desk Technology; how to utilize alerts and notification tools for support; using telephone based technology; utilizing various support level tools and career concepts and trends. Prerequisite: Help Desk Technology, Part 1. \$95 (includes \$45 computer fee\*)

- Sat 9am-4pm, Jun 25  
#5924 XA 889 M1801

## COMPUTER SECURITY

### Intro to Photoshop Cs5

Create powerful images with the professional standard Adobe Photoshop CS5. This is the first course in a two-part series designed for professional photographers or those hobbyists who want their images to have a professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) You must have basic computer skills. Please bring a USB portable drive to each class. 1.8 CEUs. \$200 (includes \$50 computer fee\*)

- Wed 6:30pm-9:30pm, Sep 21-Oct 26  
#7893 XA 123 M1808

### Photoshop Skills: Working With Layers

Learn how to use one of Photoshop's most powerful and flexible tools. Purchase text for \$10 from the instructor at first class. You must bring a USB portable drive to each class. Prerequisite: Photoshop Skills: The Toolbar or basic working knowledge of Photoshop. .9 CEUs. \$105 (includes \$15 computer fee\*)

- Fri 6:30pm-9:30pm, Oct 07-Oct 21  
#7895 XA 125 M1810

### Photoshop Skills: Working With Toolbars

Study the toolbar features basic to all Photoshop versions. This class will show you and explain in detail the variety of expression available for each tool. Novices will benefit as well as professionals. A \$10 fee\* payable to the instructor the first night of class is required for purchase of the text. Prerequisite: Basic knowledge of the PC and Windows. Bring a USB compatible jump drive or memory card to every class. .9 CEUs. \$105 (includes \$15 computer fee\*)

- Fri 6:30pm-9:30pm, Sep 16-Sep 30  
#7896 XA 126 M1811

### Advanced Photoshop Cs5

The second of a two-part series on Adobe Photoshop CS5. Learn how to use the more advanced features including special effects, blending modes, layers, master selection tools, and the Save-for-Web tool. Suggested text: Teach yourself Visually Photoshop CS5 (Wiley Pub.) You must bring a USB portable drive to each class. Prerequisite: PHO-305 Adobe Photoshop CS5 Part 1. 1.8 CEUs. \$130 (includes \$50 computer fee\*)

- Wed 6:30pm-9:30pm, Nov 02-Dec 14  
#7894 XA 124 M1809

## Health Care Professions

### PATIENT CARE

#### Certified Nursing Assistant: Theory and Clinical

As a Certified Nursing Assistant (CNA), you will be on the front lines of patient care and provide services that are critical to daily operations in health care settings. Your skills and compassion will help ease stress and discomfort for those unable to care for themselves. This course, approved by the Maryland Board of Nursing (MBON), provides training in anatomy and physiology, life span development, infection control, taking vital signs, and various patient care skills. The supervised clinical experience takes place in regional nursing homes. You must successfully complete both Theory and Clinical sections at HCC in order to receive certification. A free literacy screening is required and completed during the first class. Students who do not pass cannot continue in the course and will be referred to other courses. They will receive a full refund. CNA program requirements: High school diploma or GED, social security card, criminal background pre-check (\$49.50), immunization and titre tests (reviewed in class), and must be at least 18 years old. Materials required (available in HCC bookstore): blood pressure cuff, stethoscope. Also required: uniform, white shoes, and watch with second hand. Textbook is included with cost of the Theory course. Please bring credit or debit card and social security card to first class. Additional fees after completing course: \$20 fee for MBON registry and \$57 fee for MBON full criminal background check. \$1,500 (\$1,000 for Theory including \$365 lab fee and \$100 materials fee, and \$500 for Clinical including \$200 lab fee). There is no refund available for this course.

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

You must register for BOTH sections below.

- THEORY: Mon,Wed 9am-1:45pm, Sep 07-Nov 30  
#7280 XH 177 J1726 Laurel College Center
- AND
- CLINICAL: Thu,Fri 7am-3pm, Oct 13-Nov 17  
#7276 XH 652 J1725 Patuxent River Health & Rehab

## Lifestyle & Leisure

### CRAFTS & HOBBIES

#### Drawing I

Learn how to draw what you see. In-class and homework assignments consist of practice with geometric objects, still-life subjects, composition, and shadow. You will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class session and hand out a supply list needed for subsequent classes. Approximate materials cost is \$20 (independent purchase). \$150

- Tue 6:30pm-9:30pm, Oct 25-Nov 22  
#7407 XI 768 M1630

#### Oil Painting Landscapes

Practice the basics of one of the most popular and rewarding of all art media. Investigate color mixing and brush techniques. Assignments will consist of several quick studies and one sustained project. Beginners and continuing students welcome. NOTE: A choice between oil and acrylic painting will be offered. A supply list will be provided at the first class. Materials needed for the first class session will be provided. Cost of materials approximately \$50 (Independent Purchase.) Please bring the materials you have at home to the first class session for review by instructor. \$150 (includes \$20 materials fee\*)

- Sat 10am-1pm, Oct 29-Dec 03  
#7409 XI 879 M1632

#### History and Practice of Watercolor I

This class introduces you to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. A supply list will be provided at the first class session. Materials for the first class session will be provided. Materials cost of approximately \$60 (independent purchase) NOTE: There will be a materials review during the first class session. Please bring the materials you have on hand at home to the first class for review by instructor. \$150 (includes \$20 materials fee\*)

- Sat 10am-1pm, Sep 17-Oct 15  
#7408 XI 859 M1631

#### Studio Time

Practice painting techniques with guided assignments and one-on-one instruction. \$25\*\*

- Sat 1:30pm-3pm, Sep 17-Oct 15  
#8192 XE 480 M1649
- Sat 1:30pm-3pm, Oct 29-Dec 03  
#8316 XE 480 M1650

#### Making Memorable Home Movies

Ever wonder what the "backlight" button on your camcorder does, or the "EIS" or "White Balance?" Learn the fundamentals of using a camcorder and the techniques for videotaping more appealing home movies that others will enjoy watching. Using the functions and features of your camcorder, frame and compose visually appealing shots, shoot ready-to-edit footage, and tell a story through visual sense and flow. Observe how lighting affects the quality of footage, and maximize sound quality. Experiment using a tripod. Instructor: Robert Faust, owner of Faust Video Productions. Bring your camcorder with blank media and a tripod, if you have one, to class. \$79\*\*

- Tue 7pm-9pm, Sep 20-Oct 04  
#7297 XE 232 J1614

### FINANCE & INVESTMENT

#### Little-Known Secrets of Paying for College

Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college Financial Aid (including FAFSA and CSS Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the IRS to fund college through "tax scholarship." Gain the tools and knowledge to meet your goals. \$59\*\*

- Thu 6:30pm-9:30pm, Nov 03  
#7284 XE 354 J1613

#### Fundamentals of Investing

This course, designed for beginning and seasoned investors, covers the details of the vast investment options available today such as stocks, mutual funds, bonds, CDs, etc. You will discuss how to achieve your financial goals, how to evaluate investments, ways to purchase investments, issues involved in investing, and other considerations. \$75

- Thu 6:30pm-9pm, Oct 27-Nov 10  
#7890 XI 657 M1648

### HOME & GARDEN

#### Interior Decorating Basics

Have you ever wanted to redecorate but did not know how to begin? This class is for you. Learn basic decorating principals, and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. \$25\*\*

- Wed 6:30pm-9:30pm, Sep 21  
#7460 XE 498 M1637

## Colorful Home Environments

Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. \$25\*\*

- Wed 6:30pm-9:30pm, Nov 09  
#7535 XE 314 M1638

## The Art of Furniture Arrangement

Do you ever think that your home and furniture are conspiring against you? Learn guidelines for creating enjoyable spaces and functional arrangements that make guests and family feel at ease. Then apply principles in your own living space. Please bring examples for sharing and review. Instructor: Gina Courbron, IRIS, IDS, IFDA. \$35\*\*

- Wed 7pm-9pm, Oct 19-Oct 26  
#7899 XE 482 M1639

## The Art of Accessorizing

Accessories bring a room to life and give it personality-- YOUR personality. Learn how to create a haven your family will love by making each room warm, comfortable, and welcoming. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate \$25\*\*

- Thu 6:30pm-9:30pm, Nov 17  
#7714 XE 438 M1642

## Finishing Touches

Once you have the shell of your room just the way xi 143 finishing touches you'll add. Learn many simple ways that you can make the room look finished, welcoming, and comfortable. Renew your entire home, or simply change one room. Instructor: Gina Courbron, IRIS, CISS, IDS, Interior Designer. \$20\*\*

- Thu 6:30pm-9:30pm, Oct 06  
#7653 XE 386 M1640

## LANGUAGES

### Sign Language I

An introduction to American Sign Language, this course includes finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required at first class. (T) \$170

- Wed 6:30pm-9:30pm, Sep 28-Nov 16  
#7387 XI 309 M1628

### Intermediate French

This second course builds on the skills acquired in Beginning French. Improve your verbal ability and understanding of basic grammar. (If enrolling, you should be able to use the present and past tense of regular verbs and the present tense of irregular verbs.) (T) \$144

- Thu 7pm-9:30pm, Sep 15-Nov 03  
#7281 XI 442 J1610

## Beginning German-II

Continue to gain fluency, building on the grammar and conversational skills taught in Beginning German. Emphasis is on the past and future tenses of regular and irregular verbs, adverbs and adjectives, and more complex sentence structures such as relative and dependent clauses. You should know the present tense of regular and irregular verbs in order to take this course. (T) \$144

- Tue 6:30pm-9pm, Sep 13-Nov 01  
#7283 XI 364 J1609

## Introduction to Spanish, Part I

This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this 3-course series, special rates are offered for advanced levels of Spanish. NOTE: Classes at Laurel use different texts and formats from those at HCC main campus. (T) 2.0 CEUs. \$130

- Thu 4:30pm-9pm, Oct 06-Dec 01  
#7389 XI 651 M1629

## SPECIAL INTEREST

### If I Could Talk With the Animals

Lecture and exercise to develop your ability to share thoughts and feelings and enhance your relationship with your animal friends. Bring photos. \$20\*\*

- Wed 7pm-9pm, Nov 02  
#8366 XE 416 M1652

## WELLNESS: BODY, MIND, & SPIRIT

### Fit and Fabulous in 15 Minutes

Are you stressed out? Overworked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories, and even try several exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you NEVER have to diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like Diabetes, High Cholesterol and Osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus an extended question and answer. \$25\*\*

- Thu 6:30pm-9:30pm, Oct 13  
#7743 XE 481 M1643

### The Chakra System and Auras

Use the basics of this system of energy and find out how to balance these energy spirals. You will also be given techniques to see auras and what the colors of the aura mean. Instructor: Gena Wilson, LCSW \$20\*\*

- Wed 7pm-9pm, Dec 07  
#7889 XE 345 M1647

## **Interpreting Your Dreams**

Follow your instructor guide on a voyage of discovery into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize your dream life to receive answers from your higher self. \$20\*\*

- Wed 7pm-9pm, Nov 16  
#7880 XE 410 M1646

## **Past Life Regression/Future Life Progression**

Experience firsthand a review of your past lives or a peek into your soul's future lives. Deepen your understanding of your current life. Discussion following regression/progression. \$20\*\*

- Wed 7pm-9pm, Oct 19  
#7854 XE 713 M1645

## **Feng Shui Basics**

You've heard the term, so come for an evening of fun to get acquainted with the 3,000-year-old Chinese practice of art and placement. Through the Tibetan Black Sect Tradition of Feng Shui, learn the history, Basic Principles, the four Cardinal Rules, and how to navigate the Ba-gua map, and apply your knowledge to bring harmony and balance into your life. \$25\*\*

- Tue 6:30pm-9:30pm, Nov 01  
#7672 XE 407 M1641

## **Develop Your Psychic Ability**

Psychic development--or could it be called "intuitive development?" Come to this class and discover your intuitive gifts. Learn how messages are received, as well as the meaning of divination tools and their uses. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. \$20\*\*

- Wed 7pm-9pm, Oct 05  
#7790 XE 411 M1644