

BUSINESS SKILLS

Federal Employment: Create a Dynamic Federal Resume

This course will provide guidelines for creating an outstanding federal resume. Resumes will target a particular occupational series using proven tips and techniques to improve participants' federal application packages. Writing an effective federal resume that includes all required information is key for those individuals seeking employment or career advancement in the federal government. Participants will learn how to identify key words and use them effectively. Federal resumes will be converted into an on-line (scanable) resume. Students/participants should bring a copy of their resume and a federal vacancy announcement to class. \$55

- Sat 9am-4pm, Mar 01
#6753 XB 319 M1305 Laurel College Center

Writing Outstanding K S As for Your Federal Job Search

Gain a deeper understanding of the federal hiring process and how to research federal job requirements. Most federal job announcements require applicants to address KSAs (Knowledge, Skills, and Abilities). Discover the importance of KSAs and how to write required KSA statements using a proven formula to improve your federal application package. You can apply concepts learned in this class to develop great accomplishment statements for cover letters, resumes, and interviews. Bring a copy of your resume and a federal vacancy announcement to class. \$60

- Sat 9am-4pm, Mar 15
#6005 XB 316 M1303 Laurel College Center

The Site Selection Process

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

- Thu 6:30pm-9:30pm, Mar 27
#5784 XE 530 M1895 Laurel College Center

Conference Planning Management

Perfect your skills in time management, delegation and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. .6 CEUs. \$50

- Sat 9am-4pm, Mar 08
#5781 XB 611 M1893 Laurel College Center

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. This class will help you organize and outline the strategies for developing a plan to research, write and submit a grant proposal. .7 CEUs. \$50

- Fri 9am-4pm, Mar 07
#5864 XI 673 M1302 Laurel College Center

LEADERSHIP & SUPERVISION

Constructive Conversations

Learn how to conduct constructive conversations with co-workers, employees or clients, using a strategic, structured approach. Course topics include conversation topics, situations, and settings that present challenges to communication, and techniques to prepare for and conduct constructive conversations. 7.2 contact hrs. .6 CEUs. \$85 (includes \$10 materials fee*)

- Tue 8:30am-3:30pm, Feb 05
#5579 XH 277 J1745 Laurel College Center
- Tue,Thu 6:30pm-9:30pm, Mar 11-Mar 13
#5581 XH 277 J1746 Laurel College Center

ENTREPRENEURSHIP, SELF-EMPLOYM

50 Home-Based Businesses for People Over 50

Are you retired or tired of the day-to-day boredom of your present job? Maybe you are looking for a new career or just need a new start. Discover businesses that you can start on a part-time basis and work from your own home. \$25**

- Mon 6:30pm-9:30pm, Jan 28
#5371 XE 478 M1870 Laurel College Center

Starting a Small Business

Learn from 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. 1.2 CEUs. \$160 (includes \$20 materials fee*)

- Sat 9am-4pm, Mar 08-Mar 15
#5578 XB 701 J1885 Laurel College Center

Building Your Dreams Through Entrepreneurship

Is entrepreneurship really for you? Thinking about starting a business? Have you recently started your own business, or are you preparing to launch one? Are you currently in business? If you answered "yes" to any of these questions, then this course is for you. It will provide invaluable information to assist you in making decisions and taking steps toward entrepreneurship. This class will alert individuals to the major factors you must consider when deciding whether to start a business. \$25**

■ Thu 6:30pm-9:30pm, Feb 21
#5775 XE 474 M1887 Laurel College Center

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. .6 CEUs. \$50

■ Sat 9am-4pm, Feb 02
#5370 XB 584 M1869 Laurel College Center

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. Meet local contracting officers, specializing in procurement. \$25**

■ Mon 6:30pm-9:30pm, Feb 11
#5774 XE 495 M1886 Laurel College Center

Accounting/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 done. Required documentation for business transactions will be discussed; how long to keep business records will be reviewed. All these items and more will be answered in this information course. .6 CEUs. \$50

■ Sat 9am-4pm, Jan 19
#5369 XB 593 M1868 Laurel College Center

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. .6 CEUs. \$50

■ Sat 9am-4pm, Feb 23
#5776 XB 587 M1888 Laurel College Center

How to Manage an Exhibit Booth

Running an exhibit is more than standing in a booth waiting for attendees. You need to analyze trade shows to determine which is the best one for your business or organization. This class will cover how to develop objectives and set goals for exhibiting, using a calendar for set-up, dismantling and shipping, and creating a marketing plan to attract attendees. \$25**

■ Thu 6:30pm-9:30pm, Mar 06
#5780 XE 704 M1892 Laurel College Center

Starting Your Meeting Planning Company

Have you ever thought of starting your own meeting management company and didn't know where to begin? Gain the information you need to establish your own business. Learn how to develop a target market and how to reach your clients. Explore the different clients to whom you could market: associations, corporations, individuals, government, weddings, and parties. .6 CEUs. \$50

■ Sat 9am-4pm, Feb 09
#5778 XB 595 M1890 Laurel College Center

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. Plan, execute, analyze. \$25**

■ Thu 6:30pm-9:30pm, Feb 28
#5779 XE 705 M1891 Laurel College Center

Audiovisual Concepts for Meeting Planners

This course covers audiovisual technology and its role in meetings and planning. Visual, sound, and lighting options will be discussed, as well as the use of industry terminology and pricing. Value-added audiovisual services will also be discussed. \$30**

■ Thu 6:30pm-9:30pm, Mar 13
#5783 XE 491 M1894 Laurel College Center

You're on the Air! (Voice-Overs)

Voice-overs are hot today! With such notable talents as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, you might think that it would be next to impossible to break into this field. Not so! Come 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 classroom will be turned into a recording studio and the fun begins. You will make a mini-recording that instructor Dan Levine can evaluate for you. Learn about the general process and cost of pursuing a career in voice-overs. Dan, Tony Award-nominated composer and owner of On the Air Voices, has produced hundreds of commercials and received numerous awards. Many of his students can now be heard on the air doing commercials, talk shows, traffic reports and more. You could be next! \$49**

■ Wed 7pm-9:15pm, Mar 26
#4978 XE 940 J1665 Laurel College Center

Niche Marketing for Florists

Any floral business can grow by targeting satisfying and meaningful niche markets. This class is a must for all those who are making retail floristry their livelihood. Various scenarios will be offered that demonstrate how to create a floral business that aligns your clients to your personal interests and lifestyle and how to market to those clients. \$25**

■ Tue 6:30pm-9:30pm, Mar 11
#5794 XE 700 M1899 Laurel College Center

Running an Independent Floral Design Practice

Get your new business up and running in less than 90 days! This class explains why changes in the retail environment and the global market make it easy to create and run a lucrative independent floral design practice. The class offers an overview of the floral industry and its support systems so students can develop the floral business of their dreams. \$25**

■ Tue 6:30pm-9:30pm, Mar 04
#5795 XE 691 M1300 Laurel College Center

Floriculture: Advanced Floral Design

This upper-level course covers advanced designs. Current trends will be used to keep the class fresh and up-to-date. Prerequisite: Basic Floral Design. This class will introduce the student to the "event" floral industry--much different from the traditional retail shop--and relies on the student's creativity to enhance the designs introduced by the instructor. The class will cover 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: Students should bring wire cutters and floral knife to first class. \$150

■ Tue 6:30pm-8:30pm, Feb 12-Apr 08
#5792 XB 877 M1898 Laurel College Center

(Students must register by February 5, 2008.)

Franchising: the Safe Business

Seventy-five percent of all businesses today are franchised. Is franchising for you? Come with questions and find out the risks and the rewards, which businesses are hot, and how much money you need. Discuss the opportunities of buying an existing franchise with little up-front money. \$25**

■ Mon 6:30pm-9:30pm, Mar 10
#5777 XE 323 M1889 Laurel College Center

CHILDCARE

Child Care: 90 Hours

This certificate course is approved by the Maryland State Department of Education to satisfy the requirement of 90 hours of classroom training for directors and senior staff to work with children birth to age six in group child care centers. FULL ATTENDANCE IS REQUIRED. (T) 9.0 CEUs. \$320

■ Sat 8:30am-4:30pm, Feb 02-May 03
#5787 ZB 457 M1753 Laurel College Center

(No class March 22 and March 29)

School Age Child Care

This certificate course has been approved by the Maryland State Department of Education to satisfy the full requirement of 45 hours of classroom training for group leaders, and half the requirements for directors in before/after care group centers and home centers to work with children 6-12 years of age. (T) NOTE: The hours for this course are subject to change by MSDE. If they change, the tuition will also change slightly. 4.5 CEUs. \$175

■ Sat 8:30am-4:30pm, Feb 16-Apr 05
#5788 ZB 475 M1754 Laurel College Center

(No class March 22 and March 29.)

Introduction to the Business of Early Childhood Programs

First course in the series of requirements for completion of the Certificate in Early Childhood Program Management. This course provides instruction in the initial start-up of an early childhood business. You will acquire knowledge of the basic elements required for the establishment of quality programs for young children and their families. Topics include historical perspectives of early care and education in the United State, development of philosophy and goals, formulating general program policies, forming professional partnerships, and drafting non-financial management sections of a business plan. Additional topics include program governance: legal considerations; managing food, nutrition, health and safety components; and licensing regulations specific to first application and related sections. (T) NOTE: 1 hour for lunch/breaks 1.2 CEUs. \$115

■ Sat 9am-4pm, Feb 09-Feb 16
#5785 ZB 632 M1751 Laurel College Center

Planning and Developing Early Childhood Programs

This course is the second in the series of requirements for completion of the Certificate in Early Childhood Program Management. The course is designed for both current and prospective early childhood program owners/operators. Information will be provided in the areas of planning and developing programs for children in a variety of settings. Topics will include: examination of types of early childhood programs, instructional models/bases; and licensing regulations specific to types, scheduling, space, group size, and related sections. Additional topics covered are: facility planning (including emergency plans), overview of marketing strategies, participation in the food program, accreditation, and program review. Prerequisite: Introduction to the Business of Early Childhood Programs. (T) 1.2 CEUs. \$115

■ Sat 9am-4pm, Mar 01-Mar 08
#5786 ZB 633 M1752 Laurel College Center

OTHER OCCUPATIONS

Journeyman Electrician Exam Preparation

This one-day course helps electricians prepare for the journeyman electrician licensing exam in Maryland. Please bring a copy of the 2005 National Electric Code Book with you to class. Instructor is a Master Electrician. \$99 (includes \$10 materials fee*)

- Sat 9am-5pm, Feb 09
#5562 XM 352 J1742 Laurel College Center

Construction Planning & Scheduling

Using computers, you will gain a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. We will be using Microsoft Project 2000 with special emphasis on the planning process. Text required at first class. (T) 4.2 CEUs. \$380

- Thu 6pm-9pm, Jan 24-May 01
#5476 XB 597 M1877 Laurel College Center
(No class March 20.)

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) \$640

- Mon,Wed 6pm-10pm, Mar 03-Apr 30
#5862 ZB 640 M1759 Laurel College Center

Appraisal Practices and Analysis, Part II

This course is the fourth 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: residential markets and analysis, highest and best use, site valuation, and the cost approach. This course meets for a total of 45 classroom hours. Attendance must be 100 percent. A final examination will be given. A calculator is required for this course. Any basic calculator will suffice. If the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended. \$480

- Mon,Wed 6pm-10pm, Jan 07-Feb 20
#5414 ZB 642 M1740 Laurel College Center
(No class January 21 and February 18.)

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. \$500

- Tue,Thu 10am-1:15pm, Jan 29-Apr 10
#5380 ZB 461 M1739 Laurel College Center
(No class 3/18 and 3/20)

Computers & Information Techn

COMPUTER BASICS

Introduction to Personal Computers

This course is a prerequisite for those without computer experience. Class includes hands-on computer operation and is a must for all beginning computer users and those who wish to enroll in other Continuing Education computer courses. Text: Computer Concepts and Windows (Labyrinth Pub). (T) .6 CEUs. \$95 (includes \$45 computer fee*)

- Sat 9am-12pm, Jan 05-Jan 12
#4853 XA 654 M1660 Laurel College Center

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) 1.8 CEUs. \$119 (includes \$40 computer fee*)

- Tue 6:30pm-9:30pm, Jan 22-Feb 26
#4750 XA 355 J1658 Laurel College Center

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 \$55 computer fee*)

- Mon,Wed,Fri 6:30pm-9:30pm, Feb 11-Feb 15
#5503 XA 713 J1882 Laurel College Center

Windows

This class explains the features of Windows XP for use on the personal computer. Prerequisite: Introduction to Personal Computers. Text: Windows XP Introduction (Element K. Press.) (T) .6 CEUs. \$95 (includes \$45 computer fee*)

- Sat 9am-12pm, Jan 19-Jan 26
#5373 XA 656 M1871 Laurel College Center

OFFICE APPLICATIONS

Microsoft Word in a Day

This fast-paced course will get you up to speed quickly. Learn to create, edit and print documents taking advantage of Microsoft Word's most useful features. Prerequisite: Microsoft Windows. .6 CEUs. \$125 (includes \$40 computer fee*)

- Fri 9am-4pm, Feb 22
#5498 XA 782 J1878 Laurel College Center

Microsoft Word Level 2 in a Day

In just a day, learn to create lines and columns, add graphics, and manipulate text, fonts, and styles to enhance the design and layout of any project. Prerequisite: Microsoft Word in a Day. .6 CEUs. \$125 (includes \$40 computer fee*)

- Fri 9am-4pm, Feb 29
#5500 XA 783 J1879 Laurel College Center

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. \$195 (includes \$75 computer fee*)

- Tue,Thu 6:30pm-9:30pm, Mar 04-Mar 13
#5501 XA 872 J1880 Laurel College Center

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. \$195 (includes \$75 computer fee*)

- Tue,Thu 6:30pm-9:30pm, Mar 25-Apr 03
#5502 XA 873 J1881 Laurel College Center

DESKTOP/WEB/VIDEO GRAPHICS

An In-Depth Look At the Photoshop Tools

Study the toolbox features basic to all Photoshop versions from 6.0 to CS2. This class will show and explain in detail the varieties of expression of each tools capability. Taught by Photoshop "Pro" Michael Bryant, this course will inform everyone and enlighten everyone from the novice to the experienced Photoshop user. .9 CEUs. \$90 (includes \$20 computer fee*)

- Mon,Wed 6pm-9pm, Mar 10-Mar 24
#5861 XA 928 M1301 Laurel College Center

(No class March 17 and March 19)

Photoshop Skills - Working With Layers

Practice the intricacies of working with layers. This skill is needed by all Photoshop users from version 6.0 through CS2. This class will show and explain in detail the varieties of expression capable by the manipulation of a photograph in layered form. Taught by Photoshop "Pro," this course will inform and enlighten everyone from the novice to the experienced Photoshop user. .9 CEUs. \$90 (includes \$20 computer fee*)

- Mon,Wed 9am-2pm, Mar 26-Apr 02
#5860 XA 929 M1897 Laurel College Center

INTERNET/WEB DEVELOPMENT

Web Design With XHTML, Part I

The Internet and WWW has changed the way we communicate and do business. Web authoring has changed, requiring designers to update old HTML pages to meet requirement standards based upon the World Wide Web Consortium (W3C). This introductory hands-on course demonstrates the fundamentals of HTML and authoring techniques based on Xtensible Hypertext Markup Language (XHTML) standards and strategies to optimize your personal or business web site. Follow the latest trends to constructing XHTML web pages using real life projects with hyperlinks, digital images, multimedia, other media devices and more, including tips on converting old html pages to meet new XHTML standards. You will be shown how to test and debug web pages. Text: HTML 4 for the World Wide Web (Peach Pit Press.) Prerequisite: Windows. (T) 1.2 CEUs. \$160 (includes \$45 computer fee*)

- Mon,Wed 6pm-9pm, Jan 23-Feb 04
#5374 XA 791 M1872 Laurel College Center

Web Design With XHTML, Part II

The second part of Web Design with XHTML will challenge those with the task of presenting web-based information. You will be shown how to effectively format web documents using Cascading Style Sheet (CSS) language; apply font characteristics, colors, borders, styles, list images and place objects on the page. Page layout is absolute using tables to organize text and images. Prerequisite: Web Design with XHTML, Part I. Text: HTML 4 for the World Wide Web (Peach Pit Press.) (T) 1.2 CEUs. \$160 (includes \$45 computer fee*)

- Mon,Wed 6:15pm-9:15pm, Feb 11-Feb 25
#5375 XA 792 M1873 Laurel College Center

(No class 2/18 President's Day)

Web Design With Java Script Part III

This course is designed to perfect the skills you need to create interactive dynamic web pages, capture user information with HTML forms and design different types of fields and buttons. Javascript is a programming scripting language used to create dynamic web pages. Spice up those pages with scripts that display alert boxes, rollover images, mouse events, slideshows and pop-up windows. No programming skills required. Prerequisite: Web Design with XHTML, Part II. Text: JavaScript's Concepts and Techniques: Programming Interactive Web Sites. (Franklin, Beedle & Associates, Inc., Pub.) (T) NOTE: Class can be cancelled due to low enrollment-so register early! 1.2 CEUs. \$165 (includes \$45 computer fee*)

- Sat 9am-4pm, Mar 01-Mar 08
#5376 XA 803 M1874 Laurel College Center

PROGRAMMING

Help Desk Technology, Part 1

In this 6-hour class the student will be introduced to the basic concepts of Help Desk tools and technology; be introduced to support environments and processes; be introduced to problem management software; be introduced to and practice using common performance and reporting software tools. This class also includes an overview of MS-Windows XP. Prerequisite: Basic computer and Internet skills, Introduction to MS-Windows, Introduction to MS-Word and Introduction to MS-Excel or equivalent experience. Text: Course ILT Help Desk Technology (Thompson Learning.) (T) \$95 (includes \$45 computer fee*)

- Sat 9am-4pm, Feb 02
#5377 XA 888 M1875 Laurel College Center

Help Desk Technology, Part 2

In this six hour course, the student 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. Text: Course ILT Help Desk Technology (Thompson Learning.) (T). \$95 (includes \$45 computer fee*)

- Sat 9am-4pm, Feb 09
#5378 XA 889 M1876 Laurel College Center

Customer Service for Help Desk Technology

Learn the components and skills of good customer service. The class will give you a forum in which to practice cohesive, team-oriented work skills. \$50

- Mon,Wed 6pm-9pm, Mar 03-Mar 05
#5790 XA 890 M1896 Laurel College Center

Healthcare

OFFICE SKILLS

Introduction to Medical Billing

Gain an overview of medical billing and computerized patient accounting using Medisoft software. Text required at first class. (T) (T) \$140

- Mon,Wed 6:30pm-9:30pm, Jan 28-Feb 11
#5798 ZB 608 M1757 Laurel College Center

Physician Office Billing

Learn about diagnosis and procedure, coding principles, billing applications, hands-on-computer training, introduction to ICD-9CM/CPT/HCPCS, claims processing, third-party payors, and electronic filing. Three texts required, approximately \$200. Prerequisites: Medical Terminology course and basic computer and word-processing skills. \$310 (includes \$10 lab fee*)

- Thu 6:30pm-9:30pm, Jan 31-May 15
#5845 XH 385 M1758 Laurel College Center

Computerized Medical Billing

Designed for physician's office personnel. Learn about the medical billing and computerized patient accounting needed to start a business. Obtain hands-on computer training. Text required. Prerequisite: Strong computer skills, HES409, Introduction to Medical Billing. (T) 2.4 CEUs. \$230 (includes \$10 lab fee*)

- Mon,Wed 6:30pm-9:30pm, Feb 13-Mar 12
#5796 XH 720 M1755 Laurel College Center

(No class 2/18.)

Advanced Computerized Medical Billing

Enhance your understanding of administration and paper flow within a medical office, including payment processing, and posting, benefits, insurance, and report generation. Prerequisites: ZB 608 and XH 720. (T) 1.2 CEUs. \$115 (includes \$5 lab fee*)

- Mon,Wed 6:30pm-9:30pm, Mar 24-Apr 02
#5797 XH 216 M1756 Laurel College Center

PATIENT CARE

Certified Nursing Assistant: Theory

Prepare to function as a nursing assistant in healthcare settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Certified Nursing Assistant Theory and Clinical must be successfully completed at the same location to receive a certificate. You will be eligible to take the State Geriatric Examination. Requirements: Criminal background pre-check essential, cost of \$48.50, paid by students-information provided first night of class; Immunization-Negative TB skin test or chest X-ray; Literacy screening completed at first class; Uniform, white shoes, watch, BP cuff and stethoscope; \$95 fee for GNA testing at course completion; \$20 Registry fee and \$62 fee for criminal background check (in addition to the pre-check required the first week of class) for the Maryland Board of Nursing at completion of course. (T) Theory-88 hours, Clinical-45 hours. Refund policy does not apply to this

- Mon,Wed 9am-1:45pm, Jan 16-Apr 16
#4742 XH 177 J1736 Laurel College Center

(And clinical on Thursday and Friday 7am-3pm, Feb 22, 28, 29; Mar 13, 14; Apr 3, 4. You must also register for (4743) XH 652 J1737 Certified Nursing Assistant: Clinical.)

Certified Nursing Assistant: Clinical

Supervised clinical at local nursing homes. Refund policy does not apply to this course. 4.5 CEUs. \$260

- Thu,Fri 7am-3pm, Feb 22-Apr 04
#4743 XH 652 J1737 Laurel College Center

((Clinical meets on: Feb. 22,28, 29; Mar 13, 14; Apr 3, 4. You must register for (4742) XH 177 J1736 Certified Nursing Assistant: Theory))

Medicine Aide

For Certified Geriatric Nursing Assistants with one year's experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to first class.) Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 7.2 CEUs. \$675 (includes \$165 lab fee*)

- Tue,Thu 9am-12:15pm, Feb 14-Apr 08
#5587 XH 460 J1747 Laurel College Center
- Fri 7am-3:30pm, Feb 14-Apr 08
#5587 XH 460 J1747 Laurel College Center

((AND CLINICAL on Friday 7am-3:30pm Mar 07, 14,28; Apr 04))

Lifestyle & Leisure

CRAFTS & HOBBIES

Drawing II

Continue with techniques practiced in the Drawing I class but now apply them to the human form and portraiture. Life study will be part of this class. Studio/model fee included. \$150 (includes \$40 materials fee*)

- Wed 6:15pm-9:15pm, Mar 05-Apr 09
#5044 XI 926 M1667 Laurel College Center

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 session. Materials needed for the first class session will be provided. Cost of materials approximately \$50 (Independent Purchase(s).) There will be a materials review during the first class session. Please bring the materials you have at home to the first class session for review by instructor. \$110

- Sat 10am-1pm, Mar 01-Apr 05
#5040 XI 879 M1666 Laurel College Center

Cross-Stitch and Hand Embroidery

Do you need something new to do? Are your artistic talents ready to burst forth? Begin with an easy and relaxing craft by learning to create beautiful cross-stitch and embroidery work. Both stamped and counted cross-stitch patterns will be used for wall hangings, pillows, and linens. An emphasis will be placed on stitches used in specialty items, such as Crazy Quilts. Basic techniques of fabric handling needed to preserve projects will be taught. A \$10 fee is due to the instructor at the first class for supplies. \$59**

- Sat 9am-10:30am, Feb 16-Mar 08
#4889 XE 428 J1664 Laurel College Center

MUSIC

Introduction to Electronic Keyboarding

Learn all the bells and whistles on your own electronic keyboard. Bring your keyboard to class for some personal instruction on its operation. The beginnings of the basics of music theory are also shown in this course. Class limited to 10 students. Students must provide their own keyboards. \$100**

- Mon 7pm-9pm, Mar 24-Apr 28
#4900 XE 485 M1677 Laurel College Center

HISTORY & CULTURE

Genealogy: Discovering Your Roots

Let the past guide you to discover your ancestry as you learn how to access information through texts and web sites. As a Maryland resident, you also have easy access to the world's greatest genealogical collections. A trip to a research facility will be scheduled. (Students provide own transportation and entrance fee if required). A \$5 material fee is due to the instructor at the first class. (Textbook for Laurel classes only.) \$94**

- Wed 7pm-9:30pm, Jan 16-Mar 05
#4749 XE 335 J1657 Laurel College Center

HOME & GARDEN

Interior Decorating Basics

Develop a working knowledge of basic interior design. Discuss and gain an understanding of floor plans, personal style, color schemes, furnishings, lighting, and accessories. \$25**

- Thu 6:30pm-9:30pm, Feb 21
#4904 XE 498 M1672 Laurel College Center

Design a New Bathroom

Are you planning to remodel your bathroom? Are you considering the interior design field? This course is for both the prospective designer and the homeowner who wants to know the basics of designing a bathroom, creating a budget, and understanding options. This course gives you the ability to design a bathroom that is not only visually appealing but also functional and safe. There will be information on how to measure, how to save money, what things to avoid, and much more. Bring a tape measure, graph paper, and your ideas! \$35**

- Sat 9am-1pm, Mar 15
#5983 XE 866 M1681 Laurel College Center

Design a New Kitchen

Are you planning to remodel your kitchen? Are you considering the interior design field? This course is for both the prospective designer and the homeowner who wants to know the basics of designing a kitchen, creating a budget and understand the options. This course is designed to give you the ability to design a kitchen that is not only visually appealing but also functional and safe. There will be information on how to measure, cost saving tips, things to avoid, and much more. Bring a tape measure and graph paper along with your ideas. \$35**

- Sat 9am-1pm, Feb 23
#4869 XE 311 M1673 Laurel College Center

Colorful Home Environments

Gain confidence in decorating with color in your home. Learn about the psychology of color, how it affects our moods, and get some helpful tips in creating great color schemes for every room in your home. \$25**

- Thu 6:30pm-9:30pm, Mar 13
#4870 XE 314 M1674 Laurel College Center

Pruning and Fertilizing

When should I prune my trees? What kind of mulch should I use? Am I fertilizing too much? These are just a few of the questions that will be answered in this course. \$50

- Tue 7pm-9:30pm, Mar 04-Mar 11
#5031 XI 780 M1669 Laurel College Center

LANGUAGES

Sign Language II

This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisite: Sign Language I or 24 hours of instruction. NOTE: Laurel College Center classes use different texts and class formats. (T) \$150

- Wed 6:30pm-9:30pm, Feb 06-Apr 02
#5381 XI 795 M1663 Laurel College Center
(No class March 19.)

Beginning French

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, write simple sentences in the present tense and conjugate verbs in the past tense.(T) \$125

- Mon 6:30pm-9pm, Jan 14-Mar 24
#4745 XI 331 J1653 Laurel College Center
(No class January 21, February 18 and March 17)

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) \$125

- Wed 6:30pm-9pm, Jan 16-Mar 05
#4746 XI 442 J1654 Laurel College Center

Beginning German

Become acquainted with the German people through their native tongue. Learn the German phonetic system, alphabet and pronunciation, and basic everyday vocabulary. The present tense of verbs and how to form questions, statements and imperatives are also taught.(T) \$125

- Tue 7pm-9:30pm, Jan 15-Mar 04
#4747 XI 471 J1655 Laurel College Center

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) \$125

- Thu 6:30pm-9pm, Jan 17-Mar 06
#4748 XI 364 J1656 Laurel College Center

Introduction to Spanish, Part I

In this short introductory course, the first of three levels, you will be taught the basics of Spanish for work and leisure. You will also practice pronunciation, vocabulary, and various dialogues through role-playing. NOTE: Classes at Laurel use different texts and formats from those at HCC main campus. (T) 2.0 CEUs. \$130

- Tue 6:30pm-9pm, Feb 05-Apr 01
#5019 XI 651 M1661 Laurel College Center
(No class March 18 - Spring Break)

Introduction to Spanish, Part II

In this course, designed as a follow-up to Spanish, Part I, students will have a chance to increase their vocabulary and comprehension through dialogues and role-plays. (T) NOTE: The Spanish classes at Laurel College Center use different textbooks and slightly different formats from those held at HCC main campus. NOTE: Classes at Laurel use different texts and formats from those at HCC main campus. (T) 2.0 CEUs. \$110

- Thu 6:30pm-9pm, Feb 07-Apr 03
#5379 XI 734 M1662 Laurel College Center
(No class March 20 - Spring Break)

SPECIAL INTEREST

Live Well, Eat Well and Save Money

Food is a major expense in everyone's budget. Grocery shopping, takeout, eating out--all modes of eating can take a big bite out of your budget. We're all pressed for time, and shopping and cooking take time, but there are many ways to save hundreds of dollars on food and still eat well without feeling deprived. Come and find out how! Instructor is Sarah Crim, co-author of acclaimed book, "Washington Frugal Mania: A Money Saving Guide to the National Capital Area." \$25**

- Tue 6:30pm-9:30pm, Mar 25
#5982 XE 763 M1680 Laurel College Center

Chess

Chess is a game that can be exciting and challenging. It has been played for thousands of years and is one of the oldest games in the world. This course is for beginners and for people who want to improve their game by learning new tactics. Chess is an enjoyable way to improve memory, decision making, and analytical and strategic thinking. If you bring your interest in learning to play the game, we will provide the chess sets and instruction. \$65**

- Mon 7pm-9pm, Mar 31-Apr 21
#4947 XE 675 M1678 Laurel College Center

Family Celebrations: How to Plan Your Family Reunion

Create new family connections and renew old ones with a fabulous family reunion. Learn how to plan a family reunion where participants share family history and strengthen family ties. Topics include: the reunion budget, long-range planning, fundraising, family newsletters, reunion meals, activities and entertainment. Whether you are planning a simple reunion or a large event, you will benefit from this course. \$25**

- Wed 6:30pm-9:30pm, Mar 12
#4921 XE 568 M1670 Laurel College Center

WELLNESS: BODY, MIND, & SPIRIT

Anger Management

Don't let anger get the best of you! Discover ways to deal with the natural emotion of anger. Learn to develop communication, empathy, problem solving, and conflict resolution skills. By using non-violent alternatives, you can foster a "win-win" environment that channels your anger productively. This course is approved for 6 credit hours (category 1) for social workers by the Maryland Board of Social Work Examiners. \$65

- Tue 6:30pm-9:45pm, Mar 04-Mar 11
#5563 XH 545 J1743 Laurel College Center

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**

- Wed 6:30pm-9:30pm, Mar 26
#4898 XE 481 M1671 Laurel College Center

Interpreting Your Dreams

Do you want easy guidance 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**

- Thu 7pm-9pm, Mar 27
#5858 XE 410 M1679 Laurel College Center

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**

- Thu 6:30pm-9:30pm, Mar 06
#4883 XE 407 M1675 Laurel College Center

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**

- Thu 7pm-9pm, Feb 28
#4886 XE 411 M1676 Laurel College Center

WRITERS & READERS

Poetry's Pleasures

Come and revel in some of the loveliest, wisest and most touching poems in the English language. After discussing old masters and new (Donne, Keats, Tennyson, Frost, Sharon Olds, Mary Oliver, Stephen Dobyns, etc.) students will experiment with some techniques to overcome writers block and improve their poetry style. Freewheeling discussion and intelligent effort can make this course an intense, joyous, rewarding experience. In addition to enhancing your sensitivity and appreciation of poetry by writing poetry of your own, you will become familiar with prominent poetic genres and terms such as the sonnet, aubave, haiku, ottava rima and iambic pentameter. Text: The Premier Book of Major Poets. (edited by Anita Dore, paperback, \$13), which can be purchased at area bookstores. \$85

- Tue 6:15pm-9:15pm, Feb 05-Feb 26
#5033 XI 829 M1668 Laurel College Center