OWN YOUR FUTURE
#careergoals

CECIL COLLEGE
Career & Community Education FALL 2019
#drivereducation
ADULT EDUCATION
@ CECIL COLLEGE

Did you know?

- Workers with a high school diploma earn 40% more than those without one
- Unemployment is twice as high for those not completing high school versus those who graduate

Maryland Adult Literacy Resource Center

TAKE YOUR FIRST STEPS
toward furthering your education and increasing your employment opportunities

- Adult Basic Education & GED®
- GED® Test Prep
- ESOL
  English for Speakers of Other Languages
- Project Literacy
  private, one-to-one tutoring

Ask about our on-site and online learning!

For more information, email adulted@cecil.edu or call 443-907-1391.

BUSINESS SOLUTIONS
@ CECIL COLLEGE

Trust the experts at Cecil College for proven strategies and training that position your business for success.

Design and delivery tailored to meet your business needs:

- Complimentary consultation
- Convenient on-site training
- Customized training
  - Assist with business development
  - Upgrade employee skills
  - Transition staff to new positions
  - Train workers for new processes and technologies
  - Prepare employees for industry certifications

Build a better business through customized training.

CECIL LEADERSHIP INSTITUTE
Promoting the development of existing and emerging leaders!

Building a successful community requires people working together to create a shared vision to solve problems and celebrate triumphs. Through Cecil Leadership Institute, current and future leaders are given the unique opportunity to learn from each other as well as today’s key decision makers.

Learn more today!
Contact us at training4success@cecil.edu or 443-907-1398.
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Every effort is made to honor the schedule herein; however, circumstances may require the alteration or cancellation of courses, seminars, or programs. Cecil College reserves the right to modify the schedule as is deemed necessary with regard to courses offered, instructor assignments, location, tuition, course, and fees.

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Boating & Boater Safety
Computers
Cooking
Dance/Fitness
Family & Life
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Fitness/Tai Chi/Yoga
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History & Humanities
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CECIL COLLEGE
BOARD OF TRUSTEES
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Secretary/Treasurer
President, Cecil College

REGISTERING IS EASY!

CASH - CREDIT CARD - CHECK/MONEY ORDER - PURCHASE ORDER

Telephone: Registrations by telephone will be accepted with a valid credit card. Please call 410-287-1078 between 8 a.m. and 7 p.m. Monday through Thursday, and between 8 a.m. and 5 p.m. on Fridays. For general information or advising services prior to registration call 410-392-3366.

Mail: Fill out the registration form at the back of this schedule and mail it with your check, money order, or credit card number to: Cecil College, Elkton Station, Registration Office, 107 Railroad Ave., Elkton, MD 21921

Fax: Registrations may be faxed with valid credit card information to 410-392-9155, 24 hours a day.

In-Person: Visit one of our registration offices:
- Elkton Station: 8 a.m. - 7 p.m. Monday - Thursday; 8 a.m. - 5 p.m. Friday
- North East Campus: 8 a.m. - 7 p.m. Monday - Thursday; 8 a.m. - 5 p.m. Friday; 9 a.m. - Noon Saturday

www.cecil.edu
Click on Continuing Education
LEARNING OPTIONS

ONLINE

You have access to learning 24 hours a day, 7 days a week.
If your work schedule, family obligations, or transportation situation make it difficult to attend regularly scheduled classes, this would be a great learning option for you.
Online classes include lessons, assignments, and quizzes along with discussion areas.
Please note that all online courses require Internet access, e-mail, and Internet Explorer or Netscape Navigator Web browser.

CO-LISTED COURSES

You get the knowledge you want, purely for fun and learning.
If you'd like to take a credit class, without worrying about grades and tests, a co-listed class may be a perfect choice for you.
Please note that these classes will have both non-credit and credit students in them, and you will be using college-level textbooks and asked to write at a college level.

HYBRID COURSES

Hybrid courses blend on-campus and online learning activities.

CAMPUS LOCATIONS

Cecil College — North East Campus
Location Codes:
D – Technology Center
C – Arts & Sciences Building
E – Physical Education Complex
A – Administration Building
G – Engineering & Math Building
Cecil College – Cecil College – Bainbridge Center
Elkton, MD Port Deposit, MD
Location Code: ES Location Code: BAIN

CAMPUS LOCATIONS

Cecil County Administrative Building
Elkton, MD
Location Code: CCAB
Cecil County School of Technology
Elkton, MD
Location Code: CCST
Department of Emergency Services
Elkton, MD
Location Code: DES
Cecil County School of Technology
Bel Air, MD
Location Code: HCC
ServiceMaster
Elkton, MD
Location Code: SVCM

CAMPUS LOCATIONS

North East High School
North East, MD
Location Code: NEHS
Perryville High School
Perryville, MD
Location Code: PVHS
Rising Sun High School
North East, MD
Location Code: RSHS
Sinking Springs Herb Farm
Elkton, MD
Location Code: SSF
Tailwinds/Fairwinds Farm
North East, MD
Location Code: Tailwinds
Upper Bay Museum
North East, MD
Location Code: UBM

A location appears in each course description. If the location is listed as “TBA” please call 410-287-1078 prior to the first class meeting to be told the location. If no room number is given, please go to the location and the room number will be posted on the first night of class.
Pathways to a Degree

Students who have attained either the CMA (AAMA) or the CPC (AAPC) credential may be able to receive through credential assessment twelve (12) credits towards the Associate of Science (AS) degree, Healthcare Sciences at Cecil College. See page 5.

Cecil College offers programs that have Gainful Employment Disclosures. For more information, please go to http://www.cecil.edu/GEMAPS
### Certified Medical Administrative Assistant (CMAA) (NHA)

**Medical Administrative Assistant**
August 2019 - January 2020

- Computer Essentials: HCG 200 09
- Medical Terminology: HCG 222 09
- Insurance & Managed Care: HMP 312 09
- Professionalism in Healthcare: HCG 211 16
- Medical Office Procedures: HMP 310 09
- Comp. Medical Office Management: HMP 305 09
- Medical Administrative Assistant Externship: HMP 500 09

**Program Cost:** $2,845
**Supplies/Books:** $900 (approx.)

### Certified Professional Coder (CPC) (AAPC)

**Physician Professional Coder**
August 2019 - April 2020

- Computer Essentials: HCG 200 09
- Medical Terminology: HCG 222 09
- Insurance & Managed Care: HMP 312 09
- Professionalism in Healthcare: HCG 211 09
- Medical Office Procedures: HMP 310 09
- Comp. Medical Office Management: HMP 305 09
- Anatomy & Physiology I & II for AH: HCG 220 09 & HCG 221 09
- Medical Law & Ethics: HMP 303 09
- Coding: HMP 317 09
- Physician Coder Externship: HMP 400 09 & HMP 401 09

**Program Cost:** $5,785
**Supplies/Books:** $1,400 (approx.)

### Certified Medical Assistant (CMA (AAMA))

**Medical Assistant**
August 2019 - April 2020

- Computer Essentials: HCG 200 09
- Medical Terminology: HCG 222 09
- Insurance & Managed Care: HMP 312 09
- Professionalism in Healthcare: HCG 211 09
- Medical Office Procedures: HMP 310 09
- Comp. Medical Office Management: HMP 305 09
- Anatomy & Physiology I & II for AH: HCG 220 09 & HCG 221 09
- Medical Law & Ethics: HMP 303 09
- Coding: HMP 317 09
- Physician Coder Externship: HMP 400 09 & HMP 401 09
- Medical Assistant Clinical: HMP 320 09 & HMP 321 09

**Program Cost:** $7,925
**Supplies/Books:** $1,450 (approx.)

Classes are generally held Monday - Friday from 8 a.m. - 4:30 p.m. Some classes may only be offered in the evening or online. It is the student’s responsibility to adjust obligations in order to attend classes/clinical/externships during the offered dates and times.

Cecil College
**PATHWAYS to an Associate Degree**

### Associate of Applied Science in Health Information Technology

Students who have successfully passed the AAPC national certification exam (CPC) or have 5 years of coding experience may be able to receive 12 credits through portfolio review/credential assessment.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>HCD 124 Health Information Technology</td>
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<tr>
<td>HCD 161 Application: Electronic Medical Records</td>
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<tr>
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<tr>
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<td>3</td>
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<tr>
<td><strong>HCD 270 or PHI 270 Ethical Issues in Healthcare</strong></td>
<td>3</td>
</tr>
<tr>
<td>VCP 144 Web Design I: Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VCP 244 Web Design II: Advanced Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Requirements**

| ARTS/HUM Arts/Humanities Elective | 3 |
| BIO 208 Anatomy and Physiology I    | 3 |
| BIO 218 Anatomy and Physiology I Lab| 1 |
| BIO 209 Anatomy and Physiology II   | 3 |
| BIO 219 Anatomy and Physiology II Lab| 1 |
| EGL 101 Freshman Composition       | 3 |
| MAT 127 Introduction to Statistics  | 4 |
| **PSY 101 or SOC 101 Introduction to Psychology or Sociology** | 3 |

**Total Credits:** 60

### Associate of Science in Healthcare Sciences

Students who have successfully passed the American Association of Medical Assistants (AAMA) national certification exam (CMA) or the AAPC national certification exam (CPC) may be able to receive 12 credits through credential assessment.

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Credential Assessment (CPC or CMA)</td>
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<tr>
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<td>3</td>
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<tr>
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<td>3</td>
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<tr>
<td>ELECT Math, Science or Business Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Requirements**

| BIO 101 General Biology                      | 3       |
| BIO 111 General Biology Lab                  | 1       |
| BIO 208 Anatomy and Physiology I             | 3       |
| BIO 218 Anatomy and Physiology I Lab         | 1       |
| BIO 209 Anatomy and Physiology II            | 3       |
| BIO 219 Anatomy and Physiology II Lab        | 1       |
| EGL 101 Freshman Composition                 | 3       |
| EGL 102 Composition and Literature           | 3       |
| MAT Math Elective                            | 3       |
| SOC 101 Introduction to Sociology            | 3       |
| **SPH 121 or SPH 141 Interpersonal Communication** | 3   |
| PSY 101 Introduction to Psychology           | 3       |
| PSY 201 Human Growth and Development         | 3       |

**Total Credits:** 60

For more information, contact advising at 410-287-1600.
MEDICAL ADMINISTRATIVE ASSISTANT

MEDICAL ASSISTANT

PHYSICIAN PROFESSIONAL CODER

Anatomy & Physiology I for Allied Health
This course is the first of a two-part sequence designed for current Medical Assistant and Physician Professional Coder students. It introduces the student to the structure and function of the human body. This course emphasizes identifying the components of the various body systems, anatomical terms, structure and function of cells, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems. This course provides students with essential coordinated hands-on laboratory experiences to complement the study of Anatomy for Allied Health.

16 sessions, 54 hours, $615
Course #: HCG 220

<table>
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<th>Sec# Day</th>
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<tr>
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<td>8/27-10/17</td>
<td>8:30a-12p</td>
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</table>

Anatomy & Physiology II for Allied Health
This course is for current Medical Assistant and Physician Professional Coder students and builds upon the knowledge of the structure and function of the human body obtained in Anatomy I for Allied Health. This course emphasizes the structure and function of the cardiovascular, respiratory, digestive, urinary, and reproductive systems of humans. This course provides students with essential coordinated hands-on laboratory experiences to complement the study of Anatomy for Allied Health.

16 sessions, 54 hours, $615
Course #: HCG 221

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*09 - No class Nov. 27.

Clinical Office Procedures I
This course, designed for current Medical Assistant students, introduces the basic skills necessary in the medical clinical setting. This course emphasizes theory and skills necessary to gather patient information that will assist the physician in diagnosing, initiating treatment or prescribing procedures for common disorders. Topics covered, but not limited to, include: medical asepsis, infection control, patient history, assessment, documentation, anthropometric measurements, vital signs, assisting with the physical exam and minor office surgery, sterilization, surgical instruments, diagnostic imaging and medical office emergencies.

20 sessions, 70 hours, $565
Course #: HCG 200

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<td>12:30-4p</td>
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*09 - No class Nov. 27

Computer Essentials
This course, designed for current Medical Assistant, Physician Professional Coder and Medical Administrative Assistant students, reviews computer use in the medical office environment. This course emphasizes the use of Microsoft Office products, email, internet, printers, and scanners. Along with learning the basic terminology, use of the mouse, and hardware components, students will learn the skills needed to use the desktop, work with the taskbar, and find files. Topics covered, but not limited to, include: terminology, entering and editing text, creating and modifying databases, using and building queries, and generating reports.

9 sessions, 30 hours, $340
Course #: HCG 201

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<td>8:30a-12p</td>
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</table>

*09 - No class Sep. 2.

Insurance and Managed Care
This course, designed for current Medical Assistant, Physician Professional Coder, and Medical Administrative Assistant students, reviews the major components of the insurance and managed care industry. Students will build an understanding of the key objectives that are required for successful billing processes and positive cash flow. Topics covered, but are not limited to, include: identifying types of insurance plans, third party guidelines, workers compensation, RBRVS, DRG, models of managed care, importance of compliance, professionalism, ethics, and communication in a medical environment.

7 sessions, 50 hours, $415
Course #: HCG 200

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<td>8:30a-12p</td>
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</table>

*09 - No class Sep. 2.

Computer Medical Office Management
This course, designed for current Medical Assistant, Physician Professional Coder and Medical Administrative Assistant students, introduces the concepts used in the management of medical offices with computer software. This course emphasizes how Practice Management (pm) software is utilized, how Electronic Health Records (EHR) systems are utilized, and expose students to the world of Health Information Management (HIM). Topics covered, but not limited to, include office scheduling, patient data entry, patient accounts, patient billing, and report management.

7 sessions, 50 hours, $375
Course #: HMP 305

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<td>11/4-12/09</td>
<td>12:30-4p</td>
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</table>

*09 - No class Nov 27. Hybrid.
Medical Law and Ethics
This course, designed for current Medical Assistant and Physician Professional Coder students, explains the legal and ethical aspects of the medical office. Topics covered, but not limited to, include: the Hippocratic Oath, governmental and legislative regulation, the American legal system, rise in medical legal cases, physician-patient relationship, specific laws and statutes that apply to health professionals, basis of medical law, defense for the medical assistant, employment and safety laws, medical ethics, bioethics, and professional and ethical conduct and behavior. Emphasis is provided on legal, ethical, and moral issues affecting healthcare, personal, professional and organizational ethics, confidentiality and the implications of HIPAA.

4 sessions, 24 hours, $275
Course #: HMP 303

Medical Terminology
This course, designed for current Medical Assistant, Physician Professional Coder and Medical Administrative Assistant students, provides the student with a framework for building a medical vocabulary. This course reviews the structure and use of medical language to help students build a professional medical vocabulary based on an understanding of prefixes, suffixes, word roots and combining forms. Topics include, but not limited to, base structure, medical and surgical abbreviations, definitions, and spelling along with pronunciation of medical terms.

19 sessions, 66 hours, $565
Course #: HCG 222

Medical Office Procedures
This course, designed for current Medical Assistant, Physician Professional Coder, and Medical Administrative Assistant students, provides the necessary skills to work in an administrative capacity within a medical office or clinical setting. Topics covered, but not limited to, include: intro to medicine and medical assisting, communication skills, community resources, patient education, telephone and reception, managing appointments, written communication, filing procedures, basic bookkeeping, and medical office management. Emphasis is provided on medical ethics and proper record keeping.

5 sessions, 30 hours, $315
Course #: HMP 310

Psychology Essentials
This course, designed for current Medical Assistant students, introduces basic principles of psychology and how they are applied in a patient care setting. This course emphasizes Maslow’s Hierarchy, stages of grief, and mental health recognizing patients’ psychological state, assessing levels of need and applying appropriate situational and therapeutic responses. Additional focus will be on developing a solid understanding of self and others to help clients with their different needs, as well as looking at society’s responses and reactions. Topics covered, but not limited to, include: HIV/AIDS, psychological and personality disorders, autism, schizophrenia, gender identity crisis, phobias, PTSD, anxiety, suicide, abuse (physical, sexual, mental), stress, depression, and addiction.

10 sessions, 36 hours, $325
Course #: HMP 301

Program Start Date
September 11

Phlebotomist is an evening program.

Clinical externships are held Monday - Friday during daytime hours.

Program Cost: $2,220
Supplies/Books: $474

All program dates and costs are subject to change.

See Page 12

For more information, contact healthcarecareers@cecil.edu or 443-674-1542.

www.cecil.edu

For information call 410-287-1000 or to register call 410-287-1078
Nursing Assistant
Geriatric Nursing Assistant (NA/GNA)

Nursing assistants/GNA are the foundation of in-patient care. In hospitals or long term care facilities, nursing assistants are on the front line of caring for patients' daily needs.

Upon successful completion, students will be eligible to apply to the Maryland Board of Nursing (MBON) for CNA licensure and sit for the Geriatric Nursing Assistant (GNA) exam.

**PROGRAM COURSES**
- Nursing Assistant Theory (HHL 129)
- Nursing Assistant Clinical (HHL 131)

**PROGRAM START DATES**
August 27 (Tuesday & Thursday evenings)

Tuition & Fees: $1,745
Books, Supplies, Uniform: $350 (approx.)
*All program dates and costs are subject to change.*

**Nursing Assistant Theory**
This course fulfills the basic theoretical component requirements established by the Maryland Board of Nursing for certification as a Nursing Assistant. This course, when accompanied with the approved Nursing Assistant Clinical course, meets the requirements for approval by the Maryland Board of Nursing. Topics include: the role of the C.N.A., infection control, safety/environment, mobility and positioning, body mechanics, data collection, hygiene, employment strategies, professionalism, and common skills used during inpatient care.

23 sessions, 91 hours $875
Course #: HHL 129

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<td>8/27-11/5</td>
<td>5p-9p</td>
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</table>

**Nursing Assistant Clinical**
This course fulfills the basic clinical training component requirements established by the Maryland Board of Nursing for certification as a Nursing Assistant. Students will work directly with patients at a clinical site under the supervision of the Clinical Instructor. Roles demonstrated may include infection control, safety/environment, mobility and positioning, body mechanics, data collection, hygiene, and common skills used during inpatient care. This course, when accompanied with approved Nursing Assistant Theory meets the requirements for approval by the Maryland Board of Nursing. Successful completion of this class, along with the Nursing Assistant Theory class, also prepares students to take the Registry Exam for Geriatric Nursing Assistant.

59 hours, $870
Course #: HHL 131

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</table>
Increase Your Marketability

Certified Nursing Assistant/Geriatric Nursing Assistant

CNA/GNA

STACK YOUR CREDENTIALS

Medicine Aide

PROGRAM SPECIFIC REQUIREMENTS
- Current Maryland CNA/GNA license
- One year of full time employment as a GNA in a Maryland facility
- Letter of recommendation from current employer

PROGRAM COURSES
- Certified Medicine Aide Theory (HHL 114)
- Certified Medicine Aide Clinical (HHL 115)

PROGRAM START DATE
September 12 (Thursdays and Fridays, day time)

Program Cost: $975

All program dates and costs are subject to change.

Certified Medicine Aide: Clinical
This course fulfills the basic clinical training component required by the Maryland Board of Nursing for certification as a Medicine Aide. Students will be able to work directly with patients at a clinical site under the supervision of the Clinical Instructor. Pre-requisite: HHL 114

4 sessions, 30 hours, $495
Course #: HHL 115

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<th>Sec#</th>
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<td>10/3-10/11</td>
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<td>CMHC</td>
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</table>

Certified Medicine Aide: Theory
This course will provide individuals who meet specific licensing and experiential requirements with instruction on proper dispensing of medicines. Upon completion of this course, students will have training and in-class laboratory practice concerning the techniques, principles and procedures for safe administration of non-parenteral medications. Pre-requisites: current CNA/GNA license, one year of long-term care experience, and recommendation from Director of Nursing at current place of employment.

4 sessions, 30 hours, $480
Course #: HHL 114

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<td>Th/F</td>
<td>9/12-9/27</td>
<td>9a-6p</td>
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Medicine Aide Update
This course will provide current Certified Medicine Aides who meet specific licensing and experiential requirements with instruction on proper dispensing of medicines. Upon completion of this course, students will have obtained the necessary training and in-class laboratory practice concerning the techniques, principles and procedures for safe administration of non-parenteral medications per the Maryland Board of Nursing.

1 session, 8 hours, $190
Course #: HHL 119

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<td>9a-6p</td>
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</table>
PARAMEDIC
The paramedic provides advanced emergency medical care for critical and emergent patients who access the emergency medical system. A paramedic possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight.

Cecil College and the Department of Emergency Services of Cecil County Government have a partnership that supports the community's needs for EMS personnel while providing the college accredited education that the student demands.

The Paramedic program contains 720 contact hours of theoretical and clinical instruction and will train you to be the highest level of EMS professional (National Registered Paramedic). This certification will make you marketable across the nation as well as in the State of Maryland, and best of all, it is offered at nearly no cost to you.

PROGRAM SPECIFIC REQUIREMENTS
• Maryland (or National) EMT certification
• Affiliated with a Maryland ALS Company, member in good standing
• Entry examination (Approximate cost $20.)
• Successful completion of AAOS A&P for Prehospital Provider with Navigate 2 (online).

PROGRAM INFORMATION
Please refer to the Cecil College website at www.cecil.edu under the Career and Community Education Tab for course description and pricing.

PROGRAM START DATE
August 2020

For more information or to apply, contact:
Bryan G. Selvage, FP-C, CCEMTP, NRP
Lead Instructor
bselvage@cecil.edu
410-652-0226

All students applying for acceptance into the Paramedic program are required to take an entrance exam. The exam will be administered in the first two weeks of March. Please call 410-652-0226 regarding exam preparation.
Students who have successfully obtained a National Registered Paramedic certification may be able to receive up to 28 credits through credential assessment. Members of fire, ambulance, and rescue organizations serving Maryland communities pursuing credit courses may qualify for the Charles W. Riley Firefighter or Ambulance and Rescue Squad Member Scholarship Program.

ASSOCIATE OF APPLIED SCIENCE - PARAMEDIC

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
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<tr>
<td>Credential Assessment: National Registered Paramedic</td>
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<tr>
<td>BIO 101 General Biology and</td>
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<td>BIO 111 General Biology Lab</td>
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<tr>
<td>or BIO 130 Principles of Biology and</td>
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<td>BIO 131 Principles of Biology Lab</td>
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<td>BIO 208 Human Anatomy and Physiology I</td>
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<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>PSY 201 Human Growth and Development</td>
<td>3</td>
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<tr>
<td>SPH 121 Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>ELECT Elective</td>
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</table>

Total credits for Associates of Applied Science 60

For more information, contact advising at 410-287-1600.
PHLEBOTOMIST

Computer Essentials
This course, designed for current Medical Assistant, Physician Professional Coder and Medical Administrative Assistant students, reviews computer use in the medical office environment. This course emphasizes the use of Microsoft Office products, email, internet, printers, and scanners. Along with learning the basic terminology, use of the mouse, and hardware components, students will learn the skills needed to use the desktop, work with the taskbar, and find files. Topics covered, but not limited to, include: terminology, entering and editing text, creating and modifying databases, using and building queries, and generating reports.

10 sessions, 30 hours, $340
Course #: HCG 200

Professionalism in Healthcare
This course provides instruction on the key elements of professionalism. This course emphasizes soft skills related to professional conduct in the healthcare setting. Topics covered, but not limited to, include effective communication, telephone etiquette, respectfulness, accountability, resume writing, employment applications, finding and researching a health care job, creating a professional image, interview preparation, exit interviews, reference letters, employer expectations, work ethic, professional relationships, performance reviews, career development and emotional maturity specific to the healthcare setting.

10 sessions, 30 hours, $340
Course #: HCG 211

Phlebotomy: Prep for Certification
Course topics to be covered include anatomy and physiology, infection control, proper methods of drawing blood, proper vial identification, and proper labeling procedures.

20 sessions, 60 hours, $930
Course #: HHL 201

Sec# Day Dates Times Location
16 W 9/9-11/11 6-9p D306

*16 - No class Nov. 27. Also meets on the following Mondays and Tuesdays: Nov 18, Nov 19, Nov 25, Nov 26, Dec. 2, Dec. 3, Dec. 9, and Dec. 10.

AMERICAN HEART ASSOCIATION

BLS for Healthcare Providers
This course is designed for medical care providers and provides instruction for CPR, use of AED, and relief of choking for the adult, child, and infant victim. All participants must be able to kneel on the floor beside a manikin for extended periods of time. The AHA BLS for Healthcare Providers completion card is valid for two years.

1 session, 5 hours, $85
Course #: HCP 140

Sec# Day Dates Times Location
54 S 07/13 8-1 D406
55 F 07/26 8-1 D406
56 S 08/24 8-1 D406
57 F 09/06 8-1 D406
59 S 10/5 8-1 D406
60 F 11/15 8-1 D406
61 S 12/07 8-1 D406
62 S 12/13 8-1 D406 TC

ACLS Provider
This course is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units. This is an advanced course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large group sessions, and small group learning and testing stations where case-based scenarios are presented. Upon successful completion, including demonstration of skills competency in all learning stations and passing the CPR and AED skills test, a Megacode test and a written test, students receive an ACLS course completion card, valid for two years.

2 sessions, 16 hours, $195
Course #: HCP 301

Sec# Day Dates Times Location
03 TBD TBD TBD TBD
WORKFORCE TRAINING
@ CECIL COLLEGE

Get the training you need today to have the future you want tomorrow!

ONLINE

Accounting and Bookkeeping
Event Planning
Grant Writing
Home Inspection
Non-Profit Administration
Programming and Networking
Project Management
Small Business Ownership
Solar Power Professional
Supervisory & Leadership
Wedding Planning
Website Development
...and lots more online. See page 27.

Scholarships May be Available to Those Who Qualify

Workforce Training
Vet Assistant
Accounting
Hospitality
And More...
Questions? Contact skills4u@cecil.edu or 443-907-1397.

Healthcare Careers
Physician Professional Coder
Pharmacy Technician
Phlebotomist
And More...
Questions? Contact healthcarecareers@cecil.edu or 443-674-1550.
AUTOMOTIVE REPAIR

Automotive Engine Repair
This course is designed to provide students with an introduction to automotive engine repair. Topics include general engine diagnosis, cylinder head and valve train diagnosis and repair, lubrication and cooling systems diagnosis and repair, fuel, electrical, ignition and exhaust systems inspection and service. Notes: Textbook required. Transcript available. Instructor: Crabb

10 sessions, 30 hours, $560
Course #: WVA 135

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Automotive Engine Performance
This course is designed to provide students with more in-depth training on automotive engines. Topics include general engine diagnosis, diagnosis and repair of ignition, fuel, air induction, exhaust, emissions control, and electrical systems. Notes: Textbook required. Transcript available. Instructor: Crabb

10 sessions, 30 hours, $560
Course #: WVA 137

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*01 No class Nov. 27.

SKILLED TRADES

- Automotive Repair
- Diesel Mechanic
- Forklift Operations
- Heavy Equipment Operations
- HVAC/R
- Welding

“A truly inspiring teacher has heightened my thirst for getting more knowledge than I ever dreamed of obtaining before. Welding has become even more of a true passion than I thought before taking this class.” – Daniel G.

“This heating & ventilation course provided excellent hands-on equipment training to gain an overall understanding.” – John O.

QUESTIONS?
Contact Amanda Pringle at skills4u@cecil.edu for answers.
### Diesel Technology Program

**Diesel Technology – Module I**
This course is the first of five modules in the Diesel Technology program designed to prepare students to inspect, repair and service diesel engines. Topics include shop safety, tools, and an introduction to diesel engines. Instructor: Benningfield

10 sessions, 30 hours, $599  
Course #: WVA 150

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**Diesel Technology – Module II**
This course is the second of five modules in the Diesel Technology program designed to prepare students to inspect, repair and service diesel engines. A continuation of diesel engines and systems will be covered in this module. Pre-requisite: Diesel Technology – Module I. Instructor: Benningfield

10 sessions, 30 hours, $599  
Course #: WVA 151

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*01 - No class on Nov. 28.

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### Forklift Operations

**Forklift Operator Training**
This course will prepare students on how to operate a forklift. Instruction will focus on OSHA safety and operation standards through a combination of classroom presentation, hands-on instruction, and tests. Topics to be covered include vehicle inspection, safety, stopping and starting, hazardous surfaces, product handling, and weight distribution. Note: Transcript available. Pre-requisites: Students must be 18 years of age. Driving skills required. Instructor: Milliner

3 sessions, 9 hours, $345  
Course #: WTC 801

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### Heavy Equipment Operations

**Intro to Heavy Equipment Operations**
The first of four Heavy Equipment Operations certification core classes is designed to provide an orientation to the trade including terminology, operations, and career opportunities. The course covers Heavy Equipment Safety and provides a comprehensive overview of safety requirements on job sites with emphasis on OSHA, MSHA, and NIOSH requirements. Additionally, basic requirements for personal protection, safe equipment operations and maintenance, and HAZCOM are presented. Note: Classes are held at Harford Community College.

12 sessions, 48 hours, $790  
Course #: WTC 151

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**Heavy Equipment Operations – Site Work and Grading**
This course prepares students with essential knowledge and skills in earth moving, the concept of preparing graded surfaces using heavy equipment, and the operation of general utility tractors in the construction industry. Safety rules, the attachment of implements, and basic preventative maintenance practices will also be covered. Pre-requisites: Introduction to Heavy Equipment Operations. Note: Classes are held at Harford Community College.

11 sessions, 44 hours, $790  
Course #: WTC 155

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*01 - No class Nov. 28
HVAC/R

This Project is funded by the State of Maryland’s EARN Maryland grant Program, administered by the Maryland Department of Labor, Licensing and Regulation. Please contact Amanda at skills4u@cecil.edu or 443-907-1379 to get started in this training program.

Introduction to Heating & Ventilation I
This course provides an overview of heating and ventilation systems used in residential and light commercial applications. Students will learn to troubleshoot and repair today’s heating and ventilation equipment. Participants will be introduced to gas furnaces, duct design, and electrical systems. Concepts of energy, temperature, humidity, and conduction of heat will also be covered. There will be overviews of HVAC-related equipment and systems. Notes: Textbook required. Instructor: Goodie

10 sessions, 30 hours, $485
Course #: WVR 115

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Introduction to Heating & Ventilation II
This course is a continuation of Heating & Ventilation I and provides an overview of heating and ventilation systems used in residential and light commercial applications. Students will learn to troubleshoot and repair today’s heating and ventilation equipment. Participants will be introduced to gas furnaces, duct design, and electrical systems. Concepts of energy, temperature, humidity, and conduction of heat will also be covered. There will be overviews of HVAC-related equipment and systems. Notes: Textbook required. Instructor: Goodie

10 sessions, 30 hours, $495
Course #: WVR 116

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HVAC/R Apprenticeship – Year One
Cecil College and Heating and Air Conditioning Contractors of Maryland offer a Maryland state-approved four-year HVAC/R Apprenticeship program. The first year of the HVAC/R Apprenticeship program combines both classroom instruction and on-the-job training. Year One topics include: introduction to tools and safety, basic math, basic electricity, and basic refrigeration. Upon successful completion of this four-year program, students will be able to earn their HVAC/R journey-person license from the Maryland Department of Labor, Licensing and Regulation without taking the exam. Note: Student must complete application through the Heating and Air Conditioning Contractors of MD. Students must also provide the following: A copy of the applicant’s Maryland State HVAC/R apprentice license, a doctor’s letter showing that the applicant is physically able to do work in the HVAC/R industry, a copy of applicant’s high school diploma or transcript of last grade completed, a copy of your Driver’s License and a written recommendation letter from three (3) acquaintances.

HVAC/R Apprenticeship – Year Two
The second year of the HVAC/R Apprenticeship program combines both classroom instruction and on-the-job training. Year Two topics include: fundamentals of brazing and soldering, electric motors, wiring and testing, HVAC controls, advanced refrigeration and pipe fitting, and communication skills. Upon successful completion of this four-year program, students will be able to earn their HVAC/R journey-person license from the Maryland Department of Labor, Licensing and Regulation without taking the exam. Note: Student must have already taken Year One of the program or tested out of Year One if they have prior experience or education in the HVAC/R field.

Classes are held at Cecil County School of Technology. Programs begin in September. For more information on the apprenticeship program, please contact Amanda at skills4u@cecil.edu or 443-907-1379.
WELDING

Certified Welder – Module I
This module will include occupation orientation, safety and health of welders, interpreting drawings and sketches, and shielded metal ARC welding. All four modules must be taken to complete the American Welding Society (AWS) examination for entry level certified welder. Student must be 18 years of age and have basic math (algebra) skills. Notes: Students must provide welding helmet (shade 10), jacket, gloves, and glasses. Textbook required. Instructor: Corrin

22 sessions, 88 hours, $1,745
Course #: WVW 250

Certified Welder – Module II
The second course will include thermal cutting processes, manual oxy-fuel gas cutting, mechanized oxy-fuel gas cutting, plasma ARC cutting, and air carbon ARC cutting. Pre-requisite: Certified Welder – Module I. Notes: Students must provide welding helmet (shade 10), jacket, gloves, and glasses. Textbook required. Instructor: Corrin

10 sessions, 40 hours, $875
Course #: WVW 251

Shielded Metal ARC Welding I
This course is designed to meet the needs of the beginner student in welding. Learn how to select the correct electrodes, set-up the equipment, and strike an arc on a variety of base metals. Practice striking an arc and welding various joint designs in multiple positions during your lab hours. In addition to learning the theory of stick welding, students will practice striking an arc and welding various joint designs in multiple positions during lab hours. Students will be introduced to the requirements for various types of oxy-fuel cutting, as well as plasma cutting. Transcript available. Notes: Students must provide welding helmet (shade 10), jacket, gloves, and glasses. Textbook required. Instructor: Racine

6 sessions, 24 hours, $499
Course #: WVW 225

Shielded Metal ARC Welding II
This advanced course builds on the skills acquired in SMAW I. A review of basic techniques, safety procedures, and equipment set-up will be covered before moving on to the more advanced skills of overhead and vertical welding. In addition to learning the theory of stick welding, students will practice striking an arc and welding various joint designs in multiple positions during lab hours. Students will be introduced to the requirements for various types of oxy-fuel cutting, as well as plasma cutting. Transcript available. Pre-requisite: Shielded Metal ARC Welding I. Notes: Students must provide welding helmet (shade 10), jacket, gloves, and glasses. Textbook required. Instructor: Racine

6 sessions, 24 hours, $499
Course #: WVW 226

MIG & TIG Welding
MIG and TIG are two of the most popular welding techniques used in the industry. MIG is used primarily in the welding of sheet metal while TIG is used for aluminum. Hands-on practice in both processes will be provided. Transcript available. Notes: Students must provide welding helmet (shade 10), jacket, gloves, and glasses. Textbook required. Instructor: Racine

7 sessions, 28 hours, $580
Course #: WVW 215

Sec# Day Dates Times Location
01* T/Th 11/12-12/5 5-9p CCST

*01 – No class Nov. 28.

www.cecil.edu
For information call 410-287-1000 or to register call 410-287-1078
ACCOUNTING & BOOKKEEPING

QuickBooks Certification
This course is designed for the individual who works with QuickBooks as their approach to accounting. Learn how to set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts, and statements, track account payables, inventory, and receivables, create estimates and general reports. Once the course is completed, the student can take the QuickBooks Certified User Exam.
Instructor: Jones

10 sessions, 30 hours, $495
Course #: CAF 121
Sec# Day Dates Times Location
01 M/W 9/23-10/23 6-9p ES 315

This course takes the student’s knowledge of QuickBooks to the next level. The objective is for the student to obtain a more comprehensive and working knowledge of the software. Students will complete an in-depth practice set involving 3 months of data on a company. Upon completion of the course, students should have a firm understanding of reporting results of the information generated.
Instructor: Jones

8 sessions, 24 hours, $250
Course #: CAF 108
Sec# Day Dates Times Location
01 M/W 10/30-11/25 6-9p ES 315

BUSINESS CAREER TRAINING

Real Estate Agent Pre-License Training
This course explores the basic concepts of real estate law, ownership, transfers of property, closings, brokerage, contracts, listing agreements, and laws. This course will prepare students to sit for the Maryland Real Estate Commission Certification Exam. Note: Textbooks required. Transcript available.
Instructor: Standiford

20 sessions, 60 hours, $425
Course #: WVX 150
Sec# Day Dates Times Location
01* M/Th 9/30-12/9 6-9p D 411
*01 - No class Nov. 28
ENVIRONMENTAL, HEALTH & SAFETY TRAINING

Process Optimization Based on ENR Case Studies
The key components of the MCET Technical Assistance (TA) program includes the development of a comprehensive process control test program, understanding appropriate process adjustments based on process control data, and compliance with ENR performance requirements established by MDE. While working with ENR wastewater treatment plants and accomplishing these components, important lessons were learned by O&M staff at these facilities as well as the TA providers from MCET. The lessons learned related to performance limiting factors (PLF’s) that had to be addressed in order to achieve the process optimization goals established by the TA team. This course will review case studies of 4 or 5 ENR wastewater treatment plants in Maryland who participated in the MCET Technical Assistance (TA) program for a minimum of one year, and will discuss in detail the lessons learned and how strategies were developed to meet the ENR requirements of the State. Instructor: Elder

1 session, 7 hours, $149
Course #: WET 167

National Pollutant Discharge Elimination (NPDES) System Reporting
The National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. This one-day course is designed to train wastewater operators and superintendents on the NPDES reporting process in Maryland. The following topics will be covered: general objectives of the discharge reporting system, proper identification of excessive discharges, required methods for reporting to regulatory agencies, and the accurate preparation of monthly Discharge Monitoring Reports. Dissolved oxygen, chlorine residual, pH tests, and flow monitoring will also be discussed. Note: Each participant must bring to this course a calculator with a log function and a copy of his or her plant’s Discharge Permit. Instructor: Getchell

1 session, 7 hours, $129
Course #: WET 166
LEADERSHIP

Leadercast Women 2019
Join us for this one day leadership event. By attending the simulcast of Leadercast Women Live, you will have the opportunity to be empowered by world-class speakers who show you how to become a more effective leader, surround yourself with other leaders who share your passion for learning and leading, and get useful takeaways to drive your team to new levels of achievement. Light breakfast and lunch is included.

1 session, 7 hours, $99
Course #: BIL 316

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HOSPITALITY

Bartending Professional
Learn how to be a professional bartender. Providing consistent, quality work is the way to earn the best shifts; providing customers with friendly, professional service is the way to earn the best tips. This course combines classes in mixology, learning the basics of consistent pouring of all the classics and the latest trendy cocktails, plus bar management essentials such as liquor arrangement and inventory control. Textbook recommended. Instructor: Dolan

4 sessions, 12 hours, $209
Course #: WVF 120

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LEND YOUR CAREER

- Develop and advance your leadership skills
- Increase your professional network
- Meet key thought leaders in Cecil County and learn their management styles
- Engage in Corporate Social Responsibility by planning and executing a community service project

Our Program
15 weekly presentations/tours with local leaders providing an in-depth look at the inner workings of their organization. Sessions are diverse, exciting, and informative.

Classes begins February 2020
cecil.edu/CLI or call Tom at 443-907-1398.

GREEN & SUSTAINABLE ENERGY

ONLINE

- Biofuel Production Operations
- Building Analyst Quick Start
- Certified Green Supply Chain Professional
- Certified Indoor Air Quality Manager
- Certified Indoor Environmentalist
- Home Inspection Certificate
- Performing Comprehensive Building Assessments
- Principles of Green Buildings
- Senior Certified Sustainability Professional
- Solar Power Professional
- Wind Energy Professional
See Page 27

PATHWAYS to an Associate Degree

Students who have successfully completed the following Microsoft computer courses and have passed the corresponding MS Certification exams may be able to receive 3 credits to apply to a variety of associate programs.

TAKE THESE FOUR COURSES

- Microsoft Word Essentials
- Microsoft Excel Essentials
- Microsoft PowerPoint Essentials
- Introduction to Microsoft Access (online)

EARN MICROSOFT CERTIFICATES FOR ALL 4 TOPICS

EARN 3 CREDITS & APPLY TO ANY OF THE FOLLOWING PROGRAMS

- Associate of Arts – Business Administration Transfer
- Associate of Applied Science – Transportation & Logistics – Transportation Management
- Associate of Applied Science – Accounting
- Associate of Applied Science – Leadership and Management
- Associate of Applied Science – Marketing
- Associate of Applied Science – Management
- Associate of Applied Science – Supply Chain Management

For more information, contact Amanda at skills4u@cecil.edu or 443-907-1379.
MICROSOFT OFFICE

Microsoft Word Essentials
The course is designed to teach students the various tools and skills needed to use Microsoft Word. Topics include how to develop themes, move text, customize headers and footers, apply styles, change margins, and the creation of tables and fillable forms. Instructor: McVey

3 sessions, 6 hours, $115
Course #: CAT 706

Sec# Day Dates Times Location
01 M/W 9/30-10/7 6-8p ES 227

Microsoft Excel Essentials
The course is designed to teach students the various tools and skills needed to use Microsoft Excel. Topics include formatting, how to create and maintain tables and charts, formulas and functions, pivot tables and working with multiple worksheets. Instructor: McVey

5 sessions, 10 hours, $185
Course #: CAT 705

Sec# Day Dates Times Location
01 M/W 10/21-11/4 6-8p ES 227

Microsoft PowerPoint Essentials
The course is designed to teach students the various tools and skills needed to use Microsoft PowerPoint. Students will learn techniques for memorable presentations and skills on how to make the most out of a presentation. Advanced topics such as incorporating and editing video clips, creating custom logos, developing themes, and complex animation will also be taught. Instructor: McVey

3 sessions, 6 hours, $115
Course #: CAT 707

Sec# Day Dates Times Location
01 M/W 12/2-12/9 6-8p ES 227

NETWORKING & PROGRAMMING

ONLINE

- Comp TIA™ A+ Certification Training
- Comp TIA™ Network+ Certification Training
- Comp TIA™ Security+ Certification Training
- Help Desk Analyst: Tier 1 Support Specialist
- C++ for the Beginner
- Comp TIA Basic A+ Certification
- Introduction to Networking
- Intermediate Networking
- Introduction to SQL
- Introduction to Visual Basic.net
See Page 27

NON-PROFIT ADMINISTRATION

ONLINE

- Creating Your Own Non-Profit
- A to Z Grant Writing
- Writing Effective Grant Proposals
- Becoming a Grant Writing Consultant
- Grant Writing
See Page 27

SMALL BUSINESS OWNERSHIP

ONLINE

- Creating a Successful Business Plan
- Start & Operate a Home-Based Business
- Business Fundamentals
- Business Law for the Small Business
See Page 27

CERTIFICATE PROGRAMS @ Cecil College

Cecil College offers certificate programs for those who wish to gain a credential for acquired knowledge, skills and abilities focused in specific discipline areas.

CYBERSECURITY CERTIFICATE
Degree Code: CECY
Number of Credits: 28
Program Description: The Cybersecurity Certificate provides students with the skills, knowledge and credentials to successfully begin a career in the field of Cyber Security. Cyber Security specialists apply computer security techniques to work with industry, government, and academia to solve computer networking and security related challenges.

Required Courses:

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<tr>
<th>Number</th>
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<tbody>
<tr>
<td>CSC 104</td>
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<tr>
<td>CSC 110</td>
<td>Ethics in Information Technology</td>
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<tr>
<td>CSC 140</td>
<td>Introduction to Networking</td>
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<tr>
<td>CSC 141</td>
<td>Computer Network Security Fundamentals</td>
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<td>Windows Server</td>
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<td>CSC 151</td>
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<td>Investigations</td>
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<td>CSC 225</td>
<td>Tactical Perimeter Defense</td>
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<td>CSC 235</td>
<td>Strategic Infrastructure Security</td>
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<tr>
<td>CSC 258</td>
<td>Cisco Certified Network Associate</td>
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Important Information about the educational debt, earnings, and completion rates of students who attend certificate programs: cecil.edu/cecy

For more information, contact Admissions at 410-287-1006.


**VISUAL COMMUNICATIONS**

**Digital Imaging I**
Learn to use a digital camera, film and flatbed scanners, archival printers, and the professional imaging software Adobe Photoshop. The lab fee covers the use of the Visual Communications Lab and reduced cost for film. Transcript available. Notes: Textbook required. Students are required to spend additional time in the appropriate lab or studio outside the scheduled class. Corresponds to credit course VCP116. Instructor: Oldewurtel

7 sessions, 25 hours, $212
Course #: CUV 100

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**Digital Imaging II**
Expand your digital imaging capabilities with Adobe Photoshop and get an introduction to graphic design with the professional desktop publishing software: QuarkXPress. Topics include fine art and commercial applications of digital imaging and design. Transcript available. Pre-requisite: Digital Imaging I. Notes: Textbook required. Also offered as credit course VCP117. Instructor: Oldewurtel

7 sessions, 25 hours, $212
Course #: CUV 101

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*01 – No class Nov. 28.

**VOICE OVER CAREERS**

**Getting Paid to Talk**
Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! Even record a short professional script under the direction of the instructor. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. Instructor: Marcotte

1 session, 2.5 hours, $49
Course #: BIM 140

**WEBSITE DEVELOPMENT**

**ONLINE**
- Creating Web Pages
- Webmaster
See Page 27

**CERTIFICATE PROGRAMS @ Cecil College**
Cecil College offers certificate programs for those who wish to gain a credential for acquired knowledge, skills and abilities focused in specific discipline areas.

**WEB DESIGN AND MULTIMEDIA CERTIFICATE**
Degree Code: CDMC
Number of Credits: 25
Program Description: The web design and multimedia certificate provides high quality, hands-on, creative and technical skills for applying principles of web design using HTML, scripting languages, web management tools and digital multimedia. The program helps students prepare for initial employment and career advancement. Students are also prepared to test for WOW Certification and CIW Designer Certification.

Required Courses:

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<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
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<tr>
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<td>VCP 116</td>
<td>Digital Imaging I</td>
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<tr>
<td>VCP 117</td>
<td>Digital Imaging II</td>
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<td>VCP 118</td>
<td>Digital Imaging III</td>
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<td>VCP 119</td>
<td>Digital Imaging IV</td>
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<tr>
<td>VCP 136</td>
<td>Multimedia Production</td>
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<tr>
<td>VCP 144</td>
<td>Web Design I - Design</td>
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<td>Fundamentals</td>
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<td>VCP 244</td>
<td>Web Development</td>
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</table>

Important information about the educational debt, earnings, and completion rates of students who attend certificate programs: cecil.edu/cdmc

For more information, contact Admissions at 410-287-1006.
CHILD CARE

Enhance Your Career with Online Credential Courses

Cecil College and Howard Community College Partnership bring these classes which have been designed to help you get your program aligned with Maryland EXCELS as well as to help you reach higher Maryland Child Care Credential levels. These classes are identified by MSDE in the Staff Credential modifications for levels 2, 3 and 4. Courses that are marked open entry means the course may be taken any time between the start and end date.

To view full course descriptions for the classes listed below, please visit www.cecil.edu/training

 CHILD CARE

School Age Child Care Curriculum 45 Hours
Gain the skills necessary to work in school-age child care programs. Topics include curriculum planning, age-appropriate materials and methods for children ages 6-13. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of child care training for teachers, directors and coordinators working with school-age children. You must successfully complete class assignments to receive a course certificate. Note: Textbook required.

45 hours, $280
Course #: BOC 202

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Preschool Curriculum Activities 45 hours
Become prepared for a position in a child care center or preschool. This certification course satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Basic concepts of curriculum planning and implementation for children three to five years old are introduced. Topics include: teaching strategies, environment design, and implementation of best practices in early childhood education. You must successfully complete class assignments to receive a course certificate. Note: Textbook required.

45 hours, $280
Course #: BOC 201

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Child Growth and Development 45 hours
This certification course satisfies the child development half of the MSDE requirement of 90 hours for child care teachers and directors. Gain a broad overview of major concepts, theories and research related to the social, emotional, cognitive, and physical development of the child from birth through age 12. This course and a 45-hour course in age-appropriate curriculum (preschool, infant-toddler, or school-age) are required to complete the 90-hour certification for child care. You must successfully complete all course assignments to receive a course certificate. Note: Textbook required.

45 hours, $280
Course #: BOC 200

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Infant and Toddler Care 45 hours
Gain the skills necessary to work with infants and toddler 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 curriculum training for child care teachers, directors, and family providers working with infants and toddlers.

45 hours, $280
Course #: BOC 203

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Child Care Administration
This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance, and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials, and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors. You must successfully complete class assignments to receive a course certificate. Note: Textbook required.

45 hours, $280
Course #: BOC 204

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<td>10/12-12/5</td>
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QUESTIONS?
Contact Amanda Pringle at skills4u@cecil.edu for answers.
Family Child Care Pre-Service
This course is designed to prepare prospective and new child care providers to start and operate a home-based child care business and meets state of Maryland pre-service training requirements for Family Child Care applicants. Topics include principles of child development, curriculum, special needs, health, safety and nutrition, professionalism, and community, as they are applied to family child care. Note: This course is open entry.

24 hours, $250
Course #: BOC 150

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*01 - Registration closes on Aug. 16.
*02 - Registration closes on Dec. 6.

Communication Skills for Child Care Professionals
This course introduces 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 hours, $110
Course #: BOC 125

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Basic Health and Safety Training
This course is designed to provide child care professionals with basic information about critical health and safety topics related to child care settings. Topics include: establishing and maintaining safe and healthy environments including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and sanitation practices and procedures. Note: This course is open entry.

5 hours, $75
Course #: BOC 117

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Observation and Assessment Birth – 12
This course is designed to provide child care and education professionals with observation and assessments tools, appropriate methods of collecting and interpreting information, and explains the purpose of ongoing assessment of children. Topics include objective vs. subjective observations, observational tools and methods, and using assessment to inform planning. Note: This course is open entry.

3 hours, $55
Course #: BOC 100

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Supervising Children in Child Care
Become informed about the Maryland state child care regulations related to appropriate supervision of children of all ages and stages and learn to take an active role and apply best practices to keep children playing and learning safely. Note: This course is open entry.

3 hours, $55
Course #: BOC 120

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Positive Child Guidance and Discipline Theory
Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. Note: This course is open entry.

3 hours, $55
Course #: BOC 101

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Developmentally Appropriate Practice
This course looks closely at what the term Developmentally Appropriate Practices ("DAP") really means in the context of working with children of all ages and abilities. Learn the national standards and the role of the teacher, including practical strategies you can apply to support each child's learning and development at every age and stage. Note: This course is open entry.

3 hours, $55
Course #: BOC 105

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Resources That Guide Daily Planning
This course is designed to provide child care and early childhood education professionals with an explanation of key concepts of curriculum planning and implementation, including frameworks, standards, guidelines, planning tools and state-approved curriculum resources aimed to promote quality programming and enhanced learning. Note: This course is open entry.

3 hours, $55
Course #: BOC 103

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Taking Learning Outside
This course is designed to provide child care and education professionals with methods for use of outdoor learning environments and play space to support child development and learning. Topics include activity planning, environmental design, and selection of materials and equipment. Note: This course is open entry.

3 hours, $55
Course #: BOC 104

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Nutrition and Active Living
This course is designed to provide professionals in the education or childcare career field with instruction on nutritional and physical needs of children to promote overall wellness. Topics include nutritional needs of all children, promoting healthy growth and development, strategies to inform families about nutritional food items, developing physical and large motor activities, and games to promote physical growth. Note: This course is open entry.

3 hours, $55
Course #: BOC 105

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Playground Safety
This course is designed to provide child care and education professionals with instruction on playground safety and the role of the child care provider in supervising and implementing safety procedures. Topics include age appropriate and accessible playground equipment and surfacing materials, appropriate playground supervision, and outdoor safety checks. Note: This course is open entry.

3 hours, $55
Course #: BOC 106

Including All Children and the ADA
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies, and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Note: This course is open entry.

3 hours, $55
Course #: BOC 107

Supporting Children with Disabilities
More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays, or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional’s role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. Note: This course is open entry.

3 hours, $55
Course #: BOC 108

Introduction to Environmental Rating Scales
Maryland has identified the ERS (environmental rating scales) as a quality improvement tool for child care programs participating in MD EXCELS. Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas needing improvement, and increase your program’s quality. Note: This course is open entry.

3 hours, $55
Course #: BOC 109

The Child Care Provider as a Professional
Examine the components of professionalism that promote a successful work environment and relationships, including ethical codes of conduct, federal, state and local organizations that support professional development in child care and education. Note: This course is open entry.

3 hours, $55
Course #: BOC 110

Supporting Breastfeeding in Child Care
This course is designed to provide childcare professionals with an overview of the state regulations, guidelines, and resources to support the practice of breastfeeding and provide related resources for families within a child care program. Topics include: benefits of breastfeeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive information and resources. Note: This course is open entry.

3 hours, $55
Course #: BOC 113

Family & Community Partnerships
This course is designed to provide child care and education professionals with instruction on the resources that are available in the community and how to be an advocate for parents and children with ongoing needs related to health, education, and referral services. Topics include: community resources that will benefit children and families; the importance of being an advocate for children and families; and strategies that will increase family involvement. Note: This course is open entry.

3 hours, $55
Course #: BOC 114

Sudden Infant Death Syndrome
This course is designed to provide child care and education professionals with an overview of the state regulations, guidelines, and resources to support the practice of breastfeeding and provide related resources for families within a child care program. Topics include: benefits of breastfeeding, normalizing breastfeeding, breastfeeding friendly child care policy, environment and practices, and supportive information and resources. Note: This course is open entry.

2 hours, $55
Course #: BOC 115

Questions? E-mail skills4u@cecil.edu Animal Care
www.cecil.edu For information call 410-287-1000 or to register call 410-287-1078
VETERINARY ASSISTANT

Veterinary Assistant Training I: Outpatient Care
This overview of veterinary technologies covers office and exam room procedures, client relations, and biology. This course consists of a combination of lecture and clinical training. Transcript available. Pre-requisite: Students must be 18 years of age prior to enrolling in this program and provide proof of medical insurance. Textbook required. Instructor: Kent

11 sessions, 33 hours, $499
Course #: WVV 104

Veterinary Assistant Training II: Diagnostics and Pharmacy
This course covers the diagnostic basics. Functions of the lab, pharmacy, radiology and ultrasound-imaging department will be covered. This course consists of a combination of lecture and clinical training. Transcript available. Pre-requisite: Veterinary Assistant Training I. Note: Textbook required. Instructor: Kent

9 sessions, 27 hours, $399
Course #: WVV 105

ANIMAL CARE

- Veterinary Assistant
- Dog Grooming

“I still love the Veterinary Assistant course! I would recommend it to everyone who asks, and I'm still looking forward to continuing on and earning my certification.”
– Cassandra L.

QUESTIONS?
Contact Amanda Pringle at skills4u@cecil.edu for answers.

8 sessions, 24 hours, $499
Course #: WVV 150

Sec# Day Dates Times Location
01 T/Th 8/27-9/19 6-9p ES 322

Dog Grooming – Module II
This course is a continuation of Dog Grooming Module I. Topics to be covered include cleaning and maintenance of tools, developing grooming skills, matted coats, double coat clippings, and carding and de-shedding. Pre-requisite: Dog Grooming Module I. Notes: Students must provide grooming table and grooming kit. Textbook required. Instructor: Staff

8 sessions, 24 hours, $499
Course #: WVV 151

Sec# Day Dates Times Location
01 T/Th 9/24-10/17 6-9p ES 322

DOG GROOMING

Dog Grooming – Module I
This hands-on introductory course teaches the fundamentals of dog grooming. Topics to be covered include equipment and tools, record keeping, CPR for dogs, animal safety/groomer safety, supplies, breed recognition, coat type and texture, anatomy review, and grooming skills. Notes: Students must provide grooming table and grooming kit. Textbook required. Instructor: Staff

8 sessions, 24 hours, $499
Course #: WVV 152

Sec# Day Dates Times Location
01 T/Th 10/22-11/14 6-9p ES 322

Dog Grooming – Module III
This course is a continuation of Dog Grooming II. This class concentrates on specific breed grooming, extensive scissoring work; head, ear, tail and coat patterns; and conformational correction grooming. Pre-requisite: Dog Grooming Module I & II. Notes: Students must provide grooming table and grooming kit. Textbook required. Instructor: Staff

8 sessions, 24 hours, $499
Course #: WVV 152

Sec# Day Dates Times Location
01 T/Th 10/24-11/16 6-9p ES 322

Dog Grooming – Module IV
This course is the last in the Dog Grooming series. Hands-on grooming skills, show styling, and poodle patterns will be emphasized. Opening/running a grooming business will also be covered. Pre-requisite: Dog Grooming Modules I-III. Textbook required. Instructor: Staff

8 sessions, 24 hours, $499
Course #: WVV 153

Sec# Day Dates Times Location
01 T/Th 11/19-12/17 6-9p ES 221

*01 No class Nov. 28.
Online courses provide a convenient cost-effective approach to learning. Students can access their courses from anywhere they have an internet connection. Cecil College works with preferred online partners to offer classes in a wide variety of content areas.

**Career Training Certifications include:**
- Certified Wedding Planner
- CompTIA
- Green & Sustainable Energy
- Microsoft Office Master
- Paralegal
- Warehousing Logistics
- Webmaster
- Wedding & Event Planning
- And many more...

**Instructor-Led Courses include:**
- Accounting and Bookkeeping
- Animal Care
- Business Career Training
- Computer Technology
- Human Resources
- Manufacturing & Supply Chain
- Microsoft Office
- Non-profit Management
- Small Business
- And many more...

Additional courses can be viewed on the college website at www.cecil.edu/workforce.

**To register for a course follow three simple steps:**
- Log on to the college at http://www.cecil.edu/Workforce and choose a vendor from page.
- Search for the course or subject you are interested in and follow the registration instructions. Contact the college to make the payment and start your course! Note: Courses vary by vendor.
- Call Amanda at 443-907-1379 to register when indicated on specific vendor pages.

Website: www.cecil.edu

For information call 410-287-1000 or to register call 410-287-1078.
Commercial Driver's License (CDL) Training

Did you know that there will be around 220,000 truck driving jobs that will need to be filled around the country by 2020?

Let Cecil College help you get started in a new career on the road.

1st year drivers can potentially earn:
   Local: $30,000 - $35,000
   Regional: $40,000 - $45,000
   Over-the-road: $50,000+

You can be part of a program that offers low student to instructor ratios and an excellent first time pass rate.

Training is conducted using classroom instruction and includes a new state-of-the-art simulator. A safe, controlled, dedicated off-highway practice training range is also used before you enter actual road training.

Courses
   • Class A – 300 hours, full time days OR 300 hours, evening/weekends
   • Class B – 75 hours full time days (CDL Learner’s Permit required before class begins)
   • CDL Learner’s Permit training – 40 hours
   • Refresher training based on skills needed (hours and times vary)

Requirements
   • Valid driver’s license (cannot be provisional license)
   • Be able to pass a Department of Transportation Drug Screen & Physical
   • Be able to read and speak the English language (test will be given for this requirement)
   • Be able to pass an instructional comprehension test
   • Good driving record
   • No DUI/DWI in last 5 years

Compare our program to any other, and we're confident you will choose Cecil College!

☐ This training program has been approved for VA educational funding.
☐ This program is an approved Maryland WIA Occupational Training Program.

COMMERCIAL DRIVER’S LICENSE

Tractor Trailer Driver Training – Full Time Program

Take command of the big rig. In this eight-week program, students will learn to drive a tractor trailer using classroom and practical instruction. Financial assistance (provided by third party agencies) is available to eligible students. Approved for some V.A. programs. A $125 non-refundable deposit is required upon acceptance into the class. Transcript available.

40 sessions, 300 hours, $4,625 (MD state residents)
Course #: TVO 100/101/102/103

All classes meet from 8:00 AM – 5:00 PM, Monday – Friday.

Sec# Dates Location
01* 7/15-9/6 Bain
03* 8/26-10/18 Bain
05* 10/21-12/13 Bain

*01 – No class Sep. 2.
*03 – No class Sep. 2.
*05 – No class Nov. 27, 28 & 29.

Tractor Trailer Driver Training – Evening / Weekend Program

Offered on a different schedule, this ten-week course may meet the needs of busy people who want their Class ‘A’ Commercial Driver’s License. Financial assistance (provided by third party agencies) is available to eligible students. Approved for some V.A. programs. A $125 non-refundable deposit is required upon acceptance into the class. Transcript available.

40 sessions, 300 hours, $4,625 (MD state residents)
Course #: TVO 105/106/107/108

All classes meet from 6 PM – 10 PM Tuesday, Wednesday & Thursday, and 8 AM – 6 PM Saturday and Sunday.

Sec# Dates Location
02* 8/6-10/13 Bain
04* 10/8-12/15 Bain

*02 – No class Aug. 31 & Sep. 1.
*04 – No class Nov. 27, 28, 29, 30 & Dec. 1.
Straight Truck Driver Training – Full Time Program

Obtain your CDL Class “B” license in this 10-day program. Learn to drive a straight truck using all hands-on instruction. A $125 non-refundable deposit is required upon acceptance into the class. Transcript available. Pre-requisite: Students in this program must possess a valid DOT medical card and Learner's Permit before class starts.

10 sessions, 75 hours, $2,125 (MD state residents)
Course #: TVO 360

---

BUS DRIVER ENDORSEMENTS

School Bus “S” Endorsement Training

This course provides the training for students to obtain the “P” and “S” endorsements on a CDL. The course can be added to a CDL training program that a student is already enrolled/attending in if a Class “A” or “B” license, or it can be taken by itself if a student already has an existing, valid CDL. Course costs, dates, and times will vary depending upon each student's license situation and the extent of training required.

---

CDL Learner’s Permit Training

This course will provide instructional classroom training to prepare students for the MD Class “A” or Class “B” CDL Learner’s Permit. Topics covered will include general knowledge, air brakes, combination vehicles, Federal Motor Carrier Safety Regulations, and more.

5 sessions, 40 hours, $125
Course #: TVO 150

---

DRIVER EDUCATION & IMPROVEMENT

Driver Education

This course is designed to provide students with the skills necessary to pass the MD state driver license examination. Instruction will focus on making safe driving decisions, driving in different environments and situations, controlling your vehicle, and being a responsible driver. This course is approved by the MD Motor Vehicle Administration.

10 sessions, 36 hours, $340
Course #: TDE 100

---

Customized CDL Classes for your Employees

Whether you want to promote current employees to become drivers or send current drivers for additional safety training we can create customized classes for your company and employees.

- Defensive Driving for Commercial Drivers - Simulator enhanced course
- CDL A or B licenses for your employees
- Close Quarter Maneuvering
- Train the Trainer
- Custom schedules to fit your needs
- Private classes for just your employees

Contact us Today • 410-287-1615

---

Online Driver Improvement Program

This online course is available for students 18 years or older. The student may complete the course online and come into our Elkton Station branch to complete the final exam.

Course #: TOT 104, $50

---

Private Customized Driving Lessons

Customize your driving experience with additional practice where you need it. Each 2-hour appointment provides one on one expert instructor training focusing on the skills you need to improve, such as parallel parking, defensive driving, highway driving, or another skill of your choosing. Become a better, more confident, and safer driver.

Contact us today at drive@cecil.edu or 410-287-1096 to set up your customized experience.

Course #: TDE 115, $70
MOTORCYCLE TRAINING

Basic Rider Course
This course is designed to teach the beginning motorcycle rider the basic skills & strategies necessary to practice street riding. This course is approved by the MD Motor Vehicle Administration for the Class ‘M’ licensing waiver. Topics include responsible riding, basic riding skills, selecting proper riding gear, defensive driving techniques, and how to handle a variety of riding situations. Notes: Prior to the first day of class students are required by the MSF to complete a 3-hour online safety course and print a Certificate of Completion. The certificate must be verified by the instructor before the Saturday class in order for the student to attend the range portion. Login information for the online class is emailed to students 5 – 10 days in advance of the class start date.

4 sessions, 17 hours, $275
Course #: TSE 502

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*Thursday class runs from 5:45-9 PM. Saturday and Sunday classes run from 7 AM – 3 PM. Your tuition includes 10 hours of practice riding a motorcycle. Range time takes place during the morning on consecutive Saturday and Sunday after you have completed your classroom hours. Your specific range time will be assigned to you during the first night of class as this may vary based on weather and time of year. Rain dates are assigned for each class.

We Can Help with the MVA Driver Test
You can rent our car to take your road test.

$95 – One hour of instruction refresher, and then our instructor goes with you to the MVA.

Reduce your stress and give your child the advantage.

For more information, contact Michele at drive@cecil.edu or 410-287-1096.
ADULT EDUCATION  
@ CECIL COLLEGE

Do you know .....

- A high-school dropout is ineligible for 90% of jobs in America¹
- A high-school graduate’s lifetime income is 50 to 100% higher than a non-graduate’s²

¹“High School Dropout Statistics.” StatisticBrain.com

Facts About the GED®

- The test is computer based and is given online at Cecil College’s North East campus, which is a Pearson-Vue testing center.
- There are four parts to the test.
- You can take each part individually and pay $11.25 for each part or complete all four at once for $45.
- You get results immediately.
- Questions are based on Common Core Standards and Depth of Knowledge criteria.

“... at 42 I decided to take the late but exciting step toward a new chapter in my life. School was never easy for me growing up; I showed little if any interest at all. By the 8th grade I decided to give up and quit not realizing this decision would come back to haunt me later on in life. Being able to get a job that was meaningful to me was very difficult because I had no high school diploma. I needed to make a change. That change led me to Cecil College, which was the best decision I’ve made for myself in a very long time. I cannot thank Cecil College and its staff enough for the patience and understanding they have for their students. They pushed me forward when I needed a push and didn’t give up on me when I felt like giving up on myself. Getting my high school diploma has opened the door for my new career path in counseling.”

- Joseph B.

Get Started Today
Email adulted@cecil.edu or call Carolyn at 443-907-1391.

www.cecil.edu

For information call 410-287-1000 or to register call 410-287-1078
Cecil College Co-listed Courses

ACADEMIC PREPARATION CLASSES

- GED® & Adult Basic Education
- ESOL
- Project Literacy
- Transition to Credit

ACADEMIC Prep helps you

- Prepare for the GED® and take the GED Ready® Examination
- Improve your reading skills
- Brush up on basic math
- Strengthen writing skills for education or employment
- Enhance your job skills
- Prepare a resume
- Gain computer skills

Programs Offered

<table>
<thead>
<tr>
<th>ABE – Adult Basic Education</th>
<th>Class &amp; Program Information</th>
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<tbody>
<tr>
<td>GED® – General Education Development</td>
<td>• Books and materials are provided to use in the classroom</td>
</tr>
<tr>
<td>ESOL – English for Speakers of Other Languages</td>
<td>• Classes are self-paced and convenient</td>
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<tr>
<td>Project Literacy</td>
<td>• Instructors work closely with students</td>
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<tr>
<td>Online instruction available</td>
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</table>

Class Times and Locations

You will have options based on your assessment level and classroom space availability

- Morning and evening ABE and GED® classes at Elkton Station
- Morning and evening ABE/GED® classes at Family Education Center
- Evening ABE/GED® classes in the community at the following schools:
  - Rising Sun Middle School: September 3 – November 19
  - Perryville High School: September 10 – November 26
  - North East High School: September 17 – December 5

On-Line Courses

If you are a self-motivated, independent learner with access to the internet, you may benefit from the Maryland i-Pathways program. You must be a Maryland resident and demonstrate required academic skills to be eligible.

Contact Suzanne O’Bryan at 443-907-1394 to schedule a Student Orientation/Assessment to enroll in Adult Education classes.

GED Ready® Examination

The GED Ready® test is given the first Friday of every month at Elkton Station. You must pre-register by calling Suzanne O’Bryan at 443-907-1394. The cost is $5.00 per subject or $20.00 for the entire test. Results are immediate and you will get feedback on what you need to study to prepare for the actual GED®. The test can also be given by appointment.

GED® State Examination

The GED® State examination will be given on computer at Cecil College’s Pearson-Vue testing center at North East Campus for a fee of $11.25 per test. To find out how to schedule testing, please contact Carolyn Fletcher at 443-907-1391 or Debra Stevens at 443-907-1397. Information is also available online at www.dllr.maryland.gov/gedmd or www.GED.com.

The Adult Education Program is supported by grant funding from Maryland Department of Labor, Licensing and Regulation; Division of Workforce Development and Adult Learning and the U.S. Department of Education.

Disclaimer

The GED® is a registered trademark of The American Council on Education (ACE) and administered exclusively by the GED Testing Service LLC under license. This material (or content) is not endorsed or approved by ACE or the GED Testing Service.

QUESTIONS?

Contact Carolyn Fletcher at adulted@cecil.edu for answers.
Transition: Become a Credit Student
This course is designed for GED and high school graduates who wish to smoothly transition to college. It is an intensive course consisting of the three modules including preparing for college writing, preparing for college mathematics, and navigating college campus, student, and technological resources.

20 sessions, 40 hours, $100
Course #: AAB 300

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ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
ESOL classes focus on improving the speaking, reading, and writing skills of students who are learning English as a second language. Basic classes are grant funded, multi-level classes covering all aspects of English skills. Advanced courses address specific skills and are designed for foreign students who assess at high intermediate or advanced level.

Basic
Morning classes meet on Mondays and Wednesdays from 9:00 – 11:30am; evening classes meet on Mondays and Wednesdays from 7:00 – 9:00pm at Elkton Station, Room 303.

Evening
September 16 – November 20

Cost: $20.00 course fee for beginning and intermediate students; $30.00 tuition and $20.00 course fee for advanced level students. Level is determined by interview and/or placement.

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ADVANCED ESOL

English for Better Communication
This course is designed for students who can speak and understand English but who want to improve their skills. Topics in this course will include: grammar and usage, vocabulary and idioms, reading, and paragraph writing. There will be a strong emphasis on speaking and listening skills for social and work situations. This course is also recommended for ESOL students who plan to take credit or non-credit courses. Textbook required.

12 sessions, 24 hours, $115
Course #: AES 440

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Advanced Pronunciation
Improve conversational skills by studying and practicing vocal skills, articulations, and pronunciation. Focus on overcoming common problems non-native speakers have with Standard English by discussing current events, American culture, and reading selections.

9 sessions, 18 hours, $90
Course #: AES 550

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Advanced Communication
Enhance your use of the English language by using correct expressions, idioms, and vocabulary learned in this class for advanced students. Practice speaking and improve your pronunciation while participating in role-plays, discussions, short presentations, and readings. Improve your writing ability by learning grammar rules and applying them to your current needs.

20 sessions, 40 hours, $160
Course #: AES 580

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PROJECT LITERACY

Become a volunteer and help an adult gain the joy of reading! Cecil College’s Project Literacy makes a difference by offering free, confidential one-on-one tutoring to teach adults basic reading and writing skills. Each student works with a trained volunteer and receives books free of charge.

Help spread the word!
Help spread the word by telling someone you know about this program if you suspect he/she has limited reading ability, or contact Carolyn Fletcher at 443-907-1391 to arrange for a speaker to address your organization.

Volunteer Tutor Training
Learn the skills to become a volunteer tutor for Project Literacy. Topics include characteristics of adult learners, The Laubach Way to Reading, and methods of teaching reading such as the language experience approach.

The next training days are Thursdays October 31, November 7 and 14 from 6 to 9 p.m.

For more information, contact Carolyn Fletcher at 443-907-1391.
For more information contact Tammy at learning4life@cecil.edu or 443-907-1378.
Welcome to our Personal Enrichment and Senior Network section!

Cecil College is proud to continue the tradition of our open enrollment and 60+ programming. Each and every one of you is important to us, and we are striving daily to make our classes the best available in the state.

If you are a 60+ Scholar, take a look at the wide variety of classes and options available to you, both in and outside the network. If at any time you are unsure of the best direction for you to take, contact us and we will gladly work with you to determine your best deal.

How to read this section:

59 or Younger
If you are 59 or younger, you will look for the classes with the course code that begins with the letter “G.”

- These classes are offered during the day, in the evening, and on weekends. (Out of state, out of county fees may apply.)

60 Years or Better
If you are age 60 or better, you have a choice to sign up for classes inside and outside of our Senior Network.

- MD residents 60+ qualify for tuition waiver on eligible classes. Look for this symbol: $/$
- Or, you can join the Senior Network and enjoy tuition waiver and reduced course fees.

Membership fees:
$70 per semester for in county residents
$80 per semester for out of county residents
$90 per semester for out of state residents.

If you are a 60+ Scholar, take these easy steps to planning your experience here at Cecil College.

1. Determine what and how many classes you would like to take. (Additional materials fees and/or supply fees where noted.)

2. Do the math:

- 5 or more classes - your best deal may be joining the network and paying a reduced course fee. (No out of county or out of state additional fees for network members.)
- 4 or less classes - you may want to consider signing up as a creative leisure student and having the tuition waived on state approved classes. Same great classes, same great instructors, same great friends. (Out of county fees may apply. Out of state residents do not qualify for tuition waiver.)

3. Still not sure what is your best option? Call us and we will help you make the best decision for you. Dial 410-287-1000 and ask to speak to any member of the Lifelong Learning team.

Refund/Withdraw policy
To receive a full refund for withdrawals, you must contact the Registration Office at least 24 hours prior to the first class meeting. If you do not officially drop from the class or if you fail to attend, you are responsible for all tuition and fees associated with registration. Any changes to membership status must be made before a class begins, refunds will not be given for classes that have occurred in the past.
### CERAMICS

#### Beginning Ceramics
Build, decorate, and fire clay. Course will introduce beginning students to clay hand-building techniques, wheel throwing, and mold making. Love of messiness required. Notes: Textbook required. Corresponds to credit course ART160.

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA111

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*01 - No class Nov. 29.

#### Intermediate Ceramics
Personalize your approach to clay building and decorating! Students will develop personal styles, areas of specific interest, and perfection of forms. The relationship between the functional and aesthetic approaches to clay work will be explored. Take this class and become more aware of your craftsmanship and artistic style. Pre-requisite: Beginning Ceramics. Notes: Textbook required. Corresponds to credit course ART260. Instructor: Vanni

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA121

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*01 - No class Nov. 29.

#### Advanced Ceramics
Extend your style. Advanced Ceramics builds upon your developing style, with emphasis placed on decorating techniques and glaze information. This class is a must for the continuing ceramics student. Pre-requisite: Intermediate Ceramics. Notes: Textbook required. Corresponds to credit course ART261. Instructor: Vanni

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA131

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#### Ceramics/Raku
Past and present converge! Explore contemporary approaches to the art of Raku and the historical relationship to the Japanese tea ceremony and Zen philosophy. Students will learn clay and glaze formulation, construction techniques, kiln building, and the use of oxidation and reduction firing. A unique dimension of ceramics! Notes: Textbook required. Corresponds to credit course ART167. Instructor: Thomas

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA150

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*01 - No class Nov. 27.

#### Wheel-Thrown Ceramics I
Wheel-Thrown Ceramics I introduces students to the pottery wheel with emphasis on the skill development of throwing techniques. A wide range of pottery forms and surface treatments will be studied. Students will be given a foundation in the history, aesthetic, and technical aspects of working with clay on the potter’s wheel. Notes: Textbook required. Corresponds to credit course ART194. Instructor: Vanni

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA156

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*01 - No class Nov. 28.

#### Wheel-Thrown Ceramics II
Wheel-Thrown Ceramics II expands on the skills introduced in Wheel-Thrown Ceramics. Emphasis is placed on contemporary approaches for throwing and decorating surfaces. Develop a personal style as well as refine craftsmanship and thrown forms. Utilize the pottery wheel as a tool for construction in conjunction with other building techniques. Pre-requisite: Wheel-Thrown Ceramics I. Notes: Textbook required. Corresponds to credit course ART196. Instructor: Vanni

15 sessions, 45 hours
$451 persons under 60. $85 MD residents 60 and above.
Course #: GUA157

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*01 - No class Nov. 28.
CRAFTS

Natures Weaving Wall-Hanging
Join this workshop and learn how to build a frame and design a loom to weave an organic wall hanging. Nature provides us with colors, patterns, and materials that are gifts from the earth. Use your imagination to create a unique and beautiful wall-hanging, which adds color and warmth to any room while making lasting memories too. Notes: No senior tuition waiver. Corresponds to youth courses YES/YHS609. Instructor: Haggard

1 session, 2 hours, $29
Course #: GAC609

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Steampunk Cat
Steampunk is a Neo-Victorian style that crosses fantasy and science fiction. This workshop will give you the freedom to create a one of a kind metal geared art cat. Students will use gears, broken jewelry, washers and more. Notes: No senior tuition waiver. All supplies are provided. Project – 8”H X 5”W. Corresponds to youth courses YES/YHS608. Instructor: Haggard

1 session, 3 hours, $39
Course #: GAC608

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Steampunkins
There are plenty of geeky pumpkins around, but what about a steampunk metal pumpkin that will last for years? Students will create a unique pumpkin out of dried gourd. Students will use all kinds of metal parts, gears, rivets, zippers and more to create their own pumpkin face! Notes: No senior tuition waiver. All supplies are provided. Project – 5”H X 8”W. Corresponds to youth courses YES/YHS592. Instructor: Haggard

1 session, 3 hours, $39
Course #: GAC592

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Steampunk Owl Workshop
Create a steampunk metal gourd Owl. Students will learn the techniques to create a “Hoot Owl” from recycled metal gears, broken jewelry and more to embellish your metal owl. Notes: No senior tuition waiver. All supplies are provided. Project – 8”H X 5”W. Corresponds to youth courses YES/YHS589. Instructor: Haggard

1 session, 4 hours, $49
Course #: GAC589

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FLORAL DESIGN

Berry Garland and Twine Wreath
Fall is a great time to start making homemade decorations for your home, friends and family. Using a combination of twine, bittersweet garland, hardy fall nuts, and pods, you can design a rustic, country vibe wreath to decorate your front door for the fall season. This is a great family activity to create the perfect addition to your home or give as a cherished gift. Notes: No senior tuition waiver. Corresponds to youth courses YES/YHS596. Instructor: Stubbs

1 session, 2 hours, $29
Course #: GAC596

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Fresh Greens Wreath Workshop
Enjoy the scents of the season! A holiday wreath using fresh greens and accents will delight you throughout the holiday season. This great activity will kick off your holiday festivities. A great gift for yourself — or someone you love! Notes: No senior tuition waiver. Corresponds to youth courses YES303 and YHS243. Instructor: Stubbs

1 session, 2 hours, $29
Course #: GAC119

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Thanksgiving Cornucopia Centerpiece
What better way to celebrate the Thanksgiving harvest feast than by creating a centerpiece using the natural combination of fresh, and/or dried flowers, candles, fresh greenery, and a neck pumpkin for the container. These beautiful arrangements add color and warmth to any room while making lasting memories too. Note: No senior tuition waiver. Instructor: Stiles

1 session, 3 hours, $39
Course #: GAC135

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Questions? E-mail learning4life@cecil.edu
Adult & 60+ Enrichment
Come join Ann Stubbs at Sinking Springs Farm for a one of a kind adventure to connect with nature through crafts and educational outings. Ann holds a master's degree in art and elementary education from the University of Delaware. She has done commissioned pieces and educational programs for the White House, Campbell's Soup Company, and Longwood Gardens. Her passion is to inspire creativity, through nature, in children and adults of all ages. Join in a class or two and enjoy a hands-on experience that will spark a fire in you for the love of nature. Leave behind your fast paced world and ground yourself in the comfort of the natural world. All generations are welcome, so make this an adventure for the whole family!

**Berry Garland and Twine Wreath**  
Fall is a great time to start making homemade decorations for your home, friends and family. Using a combination of twine, bittersweet garland, hardy fall nuts, and pods, you can design a rustic, country vibe wreath to decorate your front door for the fall season. This is a great family activity to create the perfect addition to your home or give as a cherished gift. Notes: No senior tuition waiver. Corresponds to youth courses YES/YHS596. Instructor: Stubbs

1 session, 2 hours, $29  
Course #: GACS96

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**Fresh Greens Wreath Workshop**  
Enjoy the scents of the season! A holiday wreath using fresh greens and accents will delight you throughout the holiday season. This great activity will kick off your holiday festivities. A great gift for yourself - or someone you love! Notes: No senior tuition waiver. Corresponds to youth courses YES303 and YHS243. Instructor: Stubbs

1 session, 2 hours, $29  
Course #: GAC119

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**Pine Cone Wreath**  
The holidays are fast approaching and having your own pine cone wreath masterpiece to complement your other holiday decorations will make you the envy of the block. Join Ann Stubbs and learn the secrets of wreaths for all occasions. Notes: No senior tuition waiver. Corresponds to youth courses YES/YHS5409. Instructor: Stubbs

1 session, 2 hours, $29  
Course #: GAC409

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**Natures Weaving Wall-Hanging**  
Join this workshop and learn how to build a frame and design a loom to weave an organic wall hanging. Nature provides us with colors, patterns, and materials that are gifts from the earth. Use your imagination to create a unique and beautiful wall-hanging, which adds color and warmth to any room while making lasting memories too. Notes: No senior tuition waiver. Corresponds to youth courses YES/YHS609. Instructor: Stubbs

1 session, 2 hours, $29  
Course #: GAC609

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**GLASS / JEWELRY DESIGN & MOSAICS**

**Glass Fusing:**
*Pins, Necklaces, and Bracelets*
Create unique and beautiful glass pins, necklaces, bracelets, and more using fusible glass, dichroic glass, frit, and mosaic pieces. No glass cutting experience required! Notes: No senior tuition waiver. Supply fee of $25 due to instructor. All pieces will be fired and returned to students the following week.
Instructor: Stein

1 session, 3 hours, $35
Course #: GAC221

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**Stained Glass Studio**
This course will be for beginning and advanced students. Beginning students will learn the history and techniques of glass cutting, soldering, and copper foiling. Advanced students will create and work on more intricate projects. Notes: No senior tuition waiver. Supply list will be given to beginning students at the first class. Advanced students will be responsible for their own glass, etc. for projects. Instructor: Stein

6 sessions, 18 hours, $149
Course #: GAC224

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**QUILTING / SEWING**

**Machine Quilting for Beginners**
Can you sew a straight line? If so, then you can design and make your own quilt! Join us as we learn the complete quilting process from start to finish and you will go home with either a baby quilt or lap quilt. We will start with pre-cut 5" squares (called a charm pack). You will design the layout, machine piece the top, create a backing, learn how to “sandwich” your quilt with batting, machine quilt your piece and then apply the binding. Notes: A short fabric supply list (approximately $30) will be provided 2 weeks before class begins. Sewing machines are provided, but you are welcome to bring your own. Instructor: Michalski

6 sessions, 12 hours
$79 persons under 60. $25 MD residents over 60 (GAM125). $5 Senior Network Members (SAM125).

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**MINI SEWING PROJECTS**
Students will improve current sewing skills while completing specific interest projects. Successful participants will create a personal accessory or a decoration. Students will work on the selected class project together in order to master sewing techniques together. Notes: A supply list will be sent to students prior to the first day of class. Sewing machines are provided, but you are welcome to bring your own. Instructor: Michalski

2 sessions, 5 hours
$59 persons under 60. $25 MD residents over 60 (GAM609). $5 Senior Network Members (SAM609).

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**Vintage Quilt Care**
Bring your treasured quilts to class where we will discuss methods and practice techniques to repair and stabilize the vintage textiles. Learn the importance of documentation and create individual labels to record their history. Preserve your quilts with tips for safe storage.
Instructor: Goffinet

2 sessions, 4 hours, $39
Course #: GAM124

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**ONLINE**

- Introduction to Digital Scrapbooking
- Start Your Own Arts & Crafts Business
- Start Your Own Gift Basket Business
See Page 60

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**ARTS / STUDIO ARTS**

**Art Workshop**
A project-driven class teaching students to focus on the elements and principles of Art and Design. These elements and principles are the building blocks of understanding and creating art that expresses and moves us. The students will be exposed to various mediums as they develop the fundamental language of art. Instructor: Haggard

8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAD539). $5 Senior Network Members (SAD539).

**Basic Acrylics – Part I**
This class is for people who want to explore painting with acrylics. Students will create still-lifes, landscapes, and portraits while practicing color mixing and acrylic painting techniques. Instructor: Haggard

8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAP399). $5 Senior Network Members (SAP399).

**Basic Acrylics – Part II**
This is a hands-on approach to learning the materials and techniques associated with acrylics. The focus will continue to be the development of painting techniques, brush skills, and aesthetic sensibilities in this medium, with emphasis on composition and color. Pre-requisite: Basic Acrylics I. Instructor: Haggard

8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (SAP532). $5 Senior Network Members (SAP532).
Basic Watercolor I [S/S]
Learn the basics and skills of watercolor painting! Start at the fundamental building blocks to gain the knowledge and experience to help you advance in your painting abilities. Students will learn the different properties of watercolor, color wheel, mixing colors, and more. Students will work on projects which will reinforce their new skills. Instructor: Haggard
8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAP502). $5 Senior Network Members (SAP502).

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Basic Watercolor II [S/S]
Develop basics and skills in watercolor painting through exercises and projects. Emphasis on good composition, color properties, and watercolor techniques including wet into wet, lost edges and glazing. Students will create exciting compositions using varying techniques, with still life and landscapes as the focus. Pre-requisite: Basic Watercolor I. Instructor: Haggard
8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAP503). $5 Senior Network Members (SAP503).

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*02D – No class Nov. 28.

Color [S/S]
Learn about the varied relationships and qualities of color in regard to the visual world. Explore both physical and psychological aspects of color theory through your assignments. This is a valuable course for anyone interested in the fine/commercial arts, or understanding how color can affect our behavior and observations. Notes: Textbook required. Corresponds to credit course ART110. Instructor: Donohue
15 sessions, 45 hours
$421 persons under 60. $55 MD residents 60 and above.
Course #: GUA307

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Drawing I [C/S]
Sharpen your powers of visual observation. A studio course designed to teach basic drawing methods, how tools are best used, and exploring conceptual ideas of image-making. Composition, perspective, toning, and shading will be emphasized. Beginners start here. Notes: Textbook required. Corresponds to credit course ART130.
15 sessions, 45 hours
$421 persons under 60. $55 MD residents 60 and above.
Course #: GUA301

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*02 – No class Nov. 27.
*03 – No class Nov. 28.
*04 – No class Nov. 28.

Drawing Basics [S/S]
Study great drawings and learn techniques to create still life, landscapes and figurative portraits. Classes will explore pencil, charcoal and ink. We will focus on perspective, value, and creating expressive and eye catching drawings. Beginners to advanced artists welcome. Instructor: Haggard
8 sessions, 16 hours
$135 persons under 60. $25 MD residents 60 and above.
Course #: GUA104

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*01 – No class Sep. 2.
*02D – No class Sep. 2.

Everyone Can Draw [S/S]
Learn to “see” like an artist. Improve your perceptual skills as you learn to translate a three-dimensional world onto the two-dimensional plan. Through a series of drawing exercises, you will develop your observational and thinking skills to be able to draw more realistically.
Instructor: Haggard
8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAD178). $5 Senior Network Members (SAD178).

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*01D – No class Sep. 2.
*02D – No class Sep. 2.

Exploratory Art [S/S]
This class is for people who have a deep appreciation for art, but aren’t sure which artistic technique suits them best. You will sketch still life, create colorful mixed media collage, explore chalk, pastels, and dabble with acrylic paints on canvas. If you would like to have fun exploring different mediums to discover where your talents and interests lie, this is the class for you! Instructor: Haggard
8 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GAP365). $5 Senior Network Members (SAP365).

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*02 – No class Nov. 27.

Fundamentals of Design I [C/S]
Study two-dimensional design! Learn to organize graphic elements in effective, unified designs, whether in photography, fine arts, commercial art, or everyday life. Included is a brief introduction to color theory. This course is valuable for persons anticipating a career in art, photography, media technology, or education. Get started today! Note: Corresponds to credit course ART101. Instructor: Harney
15 sessions, 45 hours
$421 persons under 60. $55 MD residents 60 and above.
Course #: GUA105

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*02 – No class Nov. 27.

Illustration, Materials & Technique [C/S]
It’s variety in one class! This studio course introduces students to materials and techniques appropriate for use in a field of illustration. Some topics include charcoal, graphite and color pencils, pastels, inks, printmaking, and collage. Visualize a career here! Pre-requisite: Previous drawing experience recommended. Note: Corresponds to credit course ART105. Instructor: Donohue
15 sessions, 45 hours
$421 persons under 60. $55 MD residents 60 and above.
Course #: GUA310

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*01 – No class Nov. 27.
### Intermediate Painting I: Acrylics and Watercolor

**Acrylics and Watercolor**

We will build on skills achieved in beginning painting classes. As you progress from a basic understanding of your media toward more complex subject matter and methods, you will be guided and encouraged with individualized instruction cultivating your own style. Pre-requisite: Basic Watercolor I or Basic Acrylics. Instructor: Haggard

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<th>Sec#</th>
<th>Day</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01D*</td>
<td>M</td>
<td>8/26-10/21</td>
<td>3-5p</td>
<td>ES 126</td>
</tr>
<tr>
<td>02D*</td>
<td>Th</td>
<td>8/29-10/17</td>
<td>3-5p</td>
<td>ES 217</td>
</tr>
</tbody>
</table>

*01D – No class Sep. 2.

### Intermediate Painting II: Acrylics and Watercolor

Students will continue to build on skills achieved in Intermediate Painting I. Gain further confidence as you fine-tune and master your work in your media. Receive individual instruction and encouragement as you explore personal modes of expression. Pre-requisite: Intermediate Painting I: Acrylics and Watercolor. Instructor: Haggard

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>$135 persons under 60. $25 MD residents over 60 (GAP531). $5 Senior Network Members (SAP531).</td>
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<table>
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<td>01D*</td>
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<td>10/28-12/16</td>
<td>3-5p</td>
<td>ES 217</td>
</tr>
</tbody>
</table>

*01D – No class Nov. 28.

### Portrait Drawing

It’s a blank canvas — what can you do with it? This course will cover varied approaches to oil painting for the beginning painter. Exploration and experimentation are encouraged. Develop your abilities now. Notes: Previous experience in drawing is recommended. Corresponds to credit course ART140.

<table>
<thead>
<tr>
<th>Member (SPA462)</th>
<th>$5 Senior Network</th>
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<tbody>
<tr>
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<tr>
<td>$421 persons under 60. $55 MD residents 60 and above.</td>
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<tr>
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<tr>
<td>02*</td>
</tr>
</tbody>
</table>

*01 - No class Sep. 2.
*02 - No class Sep. 2.

### Portfolio Production I

Course provides an opportunity for advanced art students to concentrate on building portfolios in individual areas of interest to further their educational, career and personal goals. Students will create a focused body of artwork to produce a portfolio. Pre-requisite: EGL101. Note: Corresponds to credit course ART 291. Instructor: Vanni

<table>
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<th>Member (SAP462)</th>
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<td>01*</td>
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</tbody>
</table>

*01 - No class Nov. 29.

### Portfolio Production II

Portfolio Production II provides an opportunity for advanced art students to concentrate on building an in-depth portfolio in individual areas of interest to further their educational, career and personal goals. Students will create a focused body of artwork to produce a portfolio. Pre-requisite: EGL101. Note: Corresponds to credit course ART 292. Instructor: Vanni

<table>
<thead>
<tr>
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<td>01*</td>
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</table>

*01 - No class Nov. 29.

### Sculpture

Shape your ideas here! A studio course introducing students to the basic materials and techniques used in creating sculptural forms. Students will study additive and subtractive methods of sculpture, as well as assemblage and construction of simple molds. Learn and relax at the same time! Note: Corresponds to credit course ART152. Instructor: Creshkoff

<table>
<thead>
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*01 - No class Nov. 28.

### Survey of Art History

This course explores art forms and aesthetic intentions from prehistory to the present. The course of study parallels the development of Western Civilization and emphasizes the relationship of art forms to that development. Topics include painting, sculpture, and architecture. Pre-requisite: EGL093. Note: Corresponds to credit course ART 141. Instructor: Schaefer

<table>
<thead>
<tr>
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<tbody>
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</tbody>
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### ONLINE

- Drawing for the Absolute Beginner

See Page 60
**BOATING & BOATER SAFETY**

**Advanced Piloting**
Already know the basics? Let's learn about tides and tidal current, how to determine the direction and speed of current, the effect it will have on a boat's course through the water, how to compensate for it, and to plot a course to correct for the current offset. Note: No senior tuition waiver. Instructor: Sampson

1 session, 4 hours, $49
Course #: GRL162

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<td>11/12</td>
<td>5-9p</td>
<td>TC D218</td>
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</table>

**Antique Canoe Repair & Restoration**
This course focuses on the traditional canoe. Students will learn rib, plank, and canvas repair and replacement using hands-on activities. Note: No senior tuition waiver. Instructor: CWBBS Staff

15 sessions, 37.5 hours, $175
Course #: GAM210

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<td>9/3-12/10</td>
<td>7-9:30p</td>
<td>UBM</td>
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</table>

**Basic Navigation – Piloting**
Learn how to navigate a boat! Students will learn about nautical charts, the marine compass, buoys, and other aids to navigation. Students will also learn how to determine a boat's position on the water by using bearings and fixes, how to avoid shoals, and how to plot and follow a course to a destination sight. Learn about dead reckoning, how to use plotting tools, calculate time, speed, and distance to determine time of arrive. Note: No senior tuition waiver. Instructor: Sampson

1 session, 4 hours, $49
Course #: GRL161

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<td>11/5</td>
<td>5-9p</td>
<td>TC D218</td>
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</table>

**Docking**
So you bought the boat! Worried about getting her in and out of a slip? Learn about the forces that act on a boat and how to use them to your advantage when maneuvering a boat in close quarters. Find out how to properly tie up the boat in her slip and use spring lines to aid in docking. Note: No senior tuition waiver. Instructor: Sampson

1 session, 3 hours, $39
Course #: GRL160

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<td>T</td>
<td>11/19</td>
<td>6-9p</td>
<td>TC D218</td>
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</table>

**Maryland Basic Boating Course**
This course is designed to meet the certification requirements approved by the MD Dept. of Natural Resources. All persons born after July 1, 1972, are required to have this certification prior to operating numbered and documented vessels in MD waters. Notes: Students under the age of 16 must be accompanied by a parent or guardian that either is registered in the same course or already has their certification (proof of certification is required). Course material is suitable for ages 10 and older. Instructor: Fiedler

3 sessions, 9 hours, $45
Course #: TSE600

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<td>T-Th</td>
<td>9/10-9/12</td>
<td>6-9p</td>
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</table>

**Wooden Boat Building, Repair and Restoration**
This course offers the opportunity to examine different types of wooden boat construction from traditional to composite. There are 8 to 10 boats under construction at any one time and students are involved in all aspects from lofting to construction and finishing. Plus, students gain hands-on experience in the problems of repair and refinishing. Note: No senior tuition waiver. Instructor: CWBBS Staff

15 sessions, 37.5 hours, $175
Course #: GAM214

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<tr>
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<td>9/3-12/10</td>
<td>7-9:30p</td>
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</table>
COMPUTERS IN A DAY

Introduction to the PC in a Day
Course is designed for students who have little or no experience with computers. Students will receive a brief introduction of how a computer operates, followed by an introduction to the basic features of MS Windows. Topics include computer terminology, hardware components, software applications, the Internet, basic windows operations, and file systems. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC300). $10 Senior Network members (SPU300).

Sec# Day Dates Times Location
01D S 9/7 8:30a-2p ES 227

Windows in a Day
Course will provide an overview of the fundamentals of the Windows operating system. Students will learn the basics of the operating system in an easy step-by-step manner. Course will provide the information and skills needed to install, configure, manage, monitor, troubleshoot, and administer the Microsoft Windows operating system. Topics include how to use the computer and the mouse, how to surf the Internet, send and receive e-mails, and customize your computer settings. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC545). $10 Senior Network members (SPU545).

Sec# Day Dates Times Location
01D S 9/21 8:30a-2p ES 227

Excel in a Day
Course is designed to teach the fundamentals of Microsoft’s spreadsheet program. Students will learn dozens of shortcuts for setting up fully formatted worksheets quickly and efficiently. Topics include the Excel Window, sorting and analyzing data, creating multidimensional workbooks, and building links between files. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC549). $10 Senior Network members (SPU549).

Sec# Day Dates Times Location
01D S 11/2 8:30a-2p ES 227

PowerPoint in a Day
Course is designed to provide the fundamentals of PowerPoint. Students learn how to create dazzling presentations formatted with themes and a variety of slide layouts. Students can explore the latest features of PowerPoint. Topics include how to embellish slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC593). $10 Senior Network members (SPU593).

Sec# Day Dates Times Location
01D S 11/16 8:30a-2p ES 227

Word in a Day
Course is designed to provide beginning instruction in Microsoft Word software. The main focus will be learning the primary functions and features of the software product. Learn how to create and modify documents using this word processing program. Find out how to add, move through, change the size or appearance of text, and print your documents. Topics include creating and saving a document, file management, editing techniques, multiple pages, and document image. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC548). $10 Senior Network members (SPU548).

Sec# Day Dates Times Location
01D S 10/5 8:30a-2p ES 227

Intermediate Word in a Day
This course is designed to build upon the fundamentals taught in Word in a Day. This course will show students how to work more efficiently by automating tasks and providing methods to maintain consistency between documents. Students will create more complex documents which include lists, tables, charts, graphics, and newsletter layouts. Students will learn how to use styles and outlines, format tables, create SmartArt, diagrams, draw shapes, format text graphically, create sections and format text in columns, use themes and design elements, manage document revisions, and mail merge. Topics will include using the outline feature, creating tables, formatting and editing a table, desktop publishing, and integrating Word with other Windows programs. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC589). $10 Senior Network members (SPU589).

Sec# Day Dates Times Location
01D S 10/19 8:30a-2p ES 227

Windows in a Day
Course will provide an overview of the fundamentals of the Windows operating system. Students will learn the basics of the operating system in an easy step-by-step manner. Course will provide the information and skills needed to install, configure, manage, monitor, troubleshoot, and administer the Microsoft Windows operating system. Topics include how to use the computer and the mouse, how to surf the Internet, send and receive e-mails, and customize your computer settings. Instructor: Hassig

1 session, 5 hours
$79 persons under 60. $25 MD residents over 60 (GPC545). $10 Senior Network members (SPU545).

Sec# Day Dates Times Location
01D S 9/21 8:30a-2p ES 227

All classes meet on Saturdays, include a 30-minute lunch break, and are instructed by Hassig.

All classes are Senior Citizen Tuition Waiver eligible for Maryland residents age 60+.
Introduction to the Personal Computer

Start at the beginning. This introductory course will teach students computer terminology, system components, operating systems, and software. Designed to teach computer fundamentals and introduce students to a hands-on experience.

Instructor: Duckworth

3 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC140). $10 Senior Network members (SPF140).

Sec# Day Dates Times Location
01D T/Th 9/10-9/17 10a-2p ES 227

MS Windows 10

What is Windows 10? This course will provide the information and skills needed to install, configure, manage, monitor, troubleshoot, and administer this version of the Microsoft Windows operating system. Learn how to do it all from the word install. Pre-requisite: Introduction to the Personal Computer.

Instructor: Duckworth

3 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC233). $10 Senior Network members (SPF233).

Sec# Day Dates Times Location
01D T/Th 9/19-9/26 10a-2p ES 227

Intermediate MS Windows 10

Your next logical step. This course will explore the interconnectivity between Windows 10 and the Internet and how to utilize the diagnostic tools of Windows 10. This class is a must for Windows 10 users. Pre-requisite: MS Windows 10.

Instructor: Duckworth

3 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC234). $10 Senior Network members (SPF234).

Sec# Day Dates Times Location
01D T/Th 10/8-10/15 10a-2p ES 227

Advanced MS Windows 10

You know how to keep your MS Windows 10 computer healthy, and you’ve even tweaked your interface to fit your personal style. So what’s next? In this class, you’ll learn advanced customization and optimization techniques, most of which require you to edit the registry. If you are ready to go to the next level, this class is for you. Pre-requisite: Intermediate MS Windows 10.

Instructor: Duckworth

3 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC235). $10 Senior Network members (SPF235).

Sec# Day Dates Times Location
01D T/Th 10/17-10/24 10a-2p ES 227

Google Drive and Productivity Apps

Course is designed to enable students to learn the capability of Google Drive and its productivity applications and work with Google Apps environment. Students will use Google Apps to create, manage, store, and share various types of files. Topics include navigating Google Apps, cloud storage, document editing, and spreadsheets and presentation slides.

Instructor: Hassig

2 sessions, 6 hours
$89 persons under 60. $25 MD residents over 60 (GPC598). $10 Senior Network members (SPS598).

Sec# Day Dates Times Location
01D W 11/6-11/13 5:30-8:30p ES 227

DIGITAL IMAGING

ONLINE

• Introduction to Adobe Acrobat X
• Introduction to Windows 10
• Keyboarding
• Understanding the Cloud

New!

INTERNET

Internet & Email Using Windows 10

For anyone who wants to learn how to use the internet and understand basic e-mail features. Learn how to search the internet effectively to find information, send and receive e-mail, and download software and programs on the internet.

Pre-requisites: Introduction to the Personal Computer and MS Windows 10.

Instructor: Duckworth

3 sessions, 12 hours
$149 persons under 60. $25 MD residents over 60 (GPC117). $10 Senior Network members (SPI117).

Sec# Day Dates Times Location
01D T/Th 11/5-11/12 10a-2p ES 227
MICROSOFT OFFICE

**Beginning Word-2016**

Word processing is an important tool in computer competency. Word processing allows the creation and editing of many types of documents. The course will cover the basics of Word including the window arrangement; file management, editing techniques, multiple pages, and document merge. Pre-requisites: Introduction to the Personal Computer and MS Windows 10.

**Sec# Day Dates Times Location**

<table>
<thead>
<tr>
<th>Sec#</th>
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<td>T/Th</td>
<td>11/14-11/21</td>
<td>10a-2p</td>
<td>ES 227</td>
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</table>

**Excel I – 2016**

In this introductory course, learn all about spreadsheets: how to navigate a worksheet, enter labels and values, build simple formulas, use common functions for calculations, and format a worksheet for easy reading and printing. Pre-requisites: Introduction to the Personal Computer and MS Windows 10.

**Sec# Day Dates Times Location**

<table>
<thead>
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<th>Day</th>
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<td>12/3-12/10</td>
<td>10a-1p</td>
<td>ES 227</td>
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</table>

**PowerPoint Fundamentals**

Course is designed to provide the fundamentals of PowerPoint. Students learn how to create dazzling presentations formatted with themes and a variety of slide layouts. Students can explore the latest features of PowerPoint, from the File menu to the Backstage View. Topics include how to embellish slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

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<td>10a-2p</td>
<td>ES 227</td>
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</table>

ONLINE

- Advanced Microsoft Excel 2010
- Advanced Microsoft Excel 2013
- Advanced Microsoft Excel 2016
- Introduction to Microsoft Access 2010
- Introduction to Microsoft Access 2013
- Introduction to Microsoft Access 2016
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft Excel 2013
- Introduction to Microsoft Excel 2016
- Microsoft Outlook 2010
- Microsoft Outlook 2013
- Microsoft Publisher 2010
- Microsoft Publisher 2013
- Microsoft Word 2007
- Microsoft Word 2010
- Microsoft Word 2016
- Intermediate Microsoft Access 2010
- Intermediate Microsoft Access 2013
- Intermediate Microsoft Access 2016
- Intermediate Microsoft Excel 2010
- Intermediate Microsoft Excel 2013
- Intermediate Microsoft Excel 2016
- Intermediate Microsoft Word 2010
- Intermediate Microsoft Word 2013
- Intermediate Microsoft Word 2016
- What's New in Microsoft Office 2013

- Advanced MS Excel 2019 / Office 365
- Intro to MS Access 2019 / Office 365
- Intro to MS Excel 2019 / Office 365
- Intro to MS PP 2019 / Office 365
- Intro to MS Word 2019 / Office 365
- Intermediate MS Access 2016 / Office 365
- Intermediate MS Excel 2019 / Office 365
- Intermediate MS Word 2019 / Office 365

See Page 60

COOKING

**Instant Pot Cooking Workshop**

Great cooking is about more than recipes — it's about techniques. Discover the ins and outs of cooking under pressure to save time and amp up the flavor. Learn Instant Pot settings, guidelines, and safety tips that will make you an instant Pot expert in your own kitchen. All recipes use whole ingredients, no processed foods or additives. Course provides resources, knowledge, and tips to achieve ultimate wellness goals. Work with other students in a fun, hands-on environment. Notes: Each workshop features a different recipe. Bring your Instant Pot or an electric pressure cooker.

**Sec# Day Dates Times Location**

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<tr>
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<td>9/27</td>
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<td>ES 217</td>
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<td>03*</td>
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<td>10/11</td>
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<td>10/25</td>
<td>5:30-8:30p</td>
<td>ES 217</td>
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</tbody>
</table>

- *01 – Recipes: Mac and Cheese and Tacos
- *02 – Recipe: Chicken Pot Pie
- *03 – Recipe: Buffalo Chicken Pasta
- *04 – Recipe: Swedish Meatballs

DANCE / FITNESS

**Beginner Ballet**

A beginning ballet course for those who have ever wanted to take ballet, or for those who wish to return to the art form. Students will study classical barre work, proper technique, and stretching. Whether you wish to gain or re-establish perspective of your body and the joy of dancing, this class is for you. Note: No prior experience is required.

**Sec# Day Dates Times Location**

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*01D - No class Oct. 31.
Beginner Tap Dancing
A beginning tap course for those who have wanted to take tap or for those who want to return to the art form. Students will learn basic tap steps, combinations, and routines. Notes: No senior tuition waiver. Tap shoes are required. Students should wear comfortable clothing. No prior experience required. Instructor: Cardillo

6 sessions, 6 hours, $45
Course #: GFD106

International Folk Dancing
Learn the steps and enjoy the music from many countries and discover that exercise can be both fun and challenging. Ajde Jano, Raca, Dospsatcko Horo are some of the dances that will be taught. Notes: No partner, no experience needed. No senior tuition waiver. Instructor: Goffinet

6 sessions, 6 hours, $25
Course #: GFD125

Dance Sport – Level I — Ballroom Dancing
This class is for students with no dance experience in Waltz, Foxtrot, Cha-Cha, Rumba, Salsa, Swing, and Tango. Dance Sport can make you a hit at a party or wedding and provides wonderful aerobic exercise for all ages. Notes: No partner necessary. No senior tuition waiver. Instructor: Cardillo

6 sessions, 6 hours, $45
Course #: GFD105

Dance Sport – Level II — Ballroom Dancing
Sign up for this course, add more steps, and style for the Waltz, Foxtrot, Cha-Cha, Rumba, Salsa, Swing, and Tango. This course assumes a good knowledge of steps and figures from Dance Sport Level I. Pre-requisite Dance Sport Level I or instructor permission. It may benefit you to complete Level I twice. Notes: No partner necessary. No senior tuition waiver. Instructor: Cardillo

6 sessions, 6 hours, $45
Course #: GFD106

Social Dance I
Come out for an awesome night of dancing, music, and people. Starting from the very basics, first with how to move yourself and then how to move with a partner. Learn basic footwork and then add on a couple turns and spins to give some fun variety to your dancing. Notes: No senior tuition waiver. No partner or prior dance experience necessary. Possible dances throughout semester — West Coast Swing, Blues, Lindy Hop, Brazilian Zouk/Lambada, and Hustle. Instructor: McConnell

6 sessions, 6 hours, $45
Course #: GFD112

Social Dance II
Now that you have the basics down, it’s time to show what you got on the dance floor. Building off of everything taught in Social Dance I, Social Dance II will introduce more complicated footwork and show some cool moves and sequences that can be combined. Learn how to seamlessly switch between both the basic and complex moves to execute them on the dance floor. Enroll now and do what dancing does best and have fun! Pre-requisite: Social Dance I or instructor permission. It may benefit you to complete Level I twice. Notes: No partner necessary. No senior tuition waiver. Possible dances throughout semester — West Coast Swing, Blues, Lindy Hop, Brazilian Zouk/Lambada, and Hustle. Instructor: McConnell

6 sessions, 6 hours, $45
Course #: GFD113

SHiNE Dance Fitness
SHiNE is a dance fitness class rooted in traditional dance such as Jazz, Hip Hop, and Ballet. We take those foundational moves and create dance routines that are easy enough for beginners yet challenging enough for the more seasoned dancer. All routines are set to current, high-energy music. The average class burns about 750 calories! This class is designed for all ages and abilities. The best part about SHiNE is that the room is filled with women who are there to help support and inspire each other. The moves are easily modified to fit everyone’s ability. Join us for the ultimate dance party with all your girlfriends! Note: No senior tuition waiver. Instructor: Smith, A.

6 sessions, 6 hours, $25
Course #: GFN416
Social Dance – Swing & Jitterbug
Join us for learning these very exciting and energetic dances. Dancing is a great way to get a workout and to socialize as well. You can learn the simple and defining techniques of these dances. Come get your groove on! Note: No senior tuition waiver. Instructor: McConnell
6 sessions, 6 hours, $45
Course #: GFD121

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*03 - No class Oct. 31 and Nov. 28.

FINANCIAL PLANNING
Estate and Financial Planning
Have you ever noticed that friends and relatives who have their financial affairs in order live less stressful lives? This course is designed to enable students to learn about the concepts and skills needed for effective estate and financial planning. Students will learn how to maximize retirement income, lower investment risk, and minimize tax burden. Course will cover leaving retirement assets to heirs, reading investment statements, and understanding bond and equity funds. Topics include reliable planning tools, wills, trusts, estates, Power of Attorney, and the latest developments in tax and trust laws. Note: Class is co-instructed by a Certified Financial Planner and CPA specializing in retirement income planning. Instructor: Albidress
2 sessions, 5 hours
$55 persons under 60. $25 MD residents over 60 (GLF600). $5 Senior Network Members (SLF600).

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Want to learn about historical places, times, and events?
Join us for these NEW classes and go back in time.
- Books of the Old Testament
- CSI – The Historical Edition: Cold Cases from Long Ago
- Historical Markers
- Hodgepodge of Cecil County History
- Two Cecil County Clergymen and a Farmer
- Voters at Last: Battling for the Ballot

Look for these classes in History & Humanities on pages 49 - 51.

For more information, contact Tammy at learning4life@cecil.edu or 443-907-1378.
### FITNESSES / TAI CHI / YOGA

#### 30 Minute Circuit
30-Minute Circuit is an intense workout mixing traditional calisthenics and body weight exercises with interval training and strength training. Several stations comprise a circuit to target each muscle group as well as cardiovascular training for a full-body workout. This class combines both cardiovascular and muscular fitness in a short but effective 30-minute workout. Note: No senior tuition waiver. Instructor: Gerace

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*02 - No class Nov. 27.

#### Cardio Stretch
A fitness class designed to increase cardiovascular endurance and flexibility. Aerobic routines will pull from traditional dance basics to improve cardiovascular strength, stamina, and overall physical fitness. Stretching will take root in dance and yoga basics to improve flexibility, strength, and balance. This class will provide a relaxing, stress free environment for anyone looking for a light, low impact workout. Note: No senior tuition waiver. Instructor: Smith, S.

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*02 - No class Nov. 27.

#### Hatha Yoga – Level I
Yoga is a mind/body exercise program for increasing flexibility with strength, stamina, concentration, relaxation, balance, weight, and stress management. This class is for men and women of all ages and abilities. The instructor will share his experience with beginners and continuing students. Note: No prior experience needed.

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#### Hatha Yoga – Level II
Position yourself for more progressive yoga instruction. This course will focus on advanced physical exercise as it involves both psychological and physiological processes, and the principles of relaxation. Each student is given an individual routine to follow throughout the semester. Pre-requisite: Hatha Yoga Level I.

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#### Living Well with Diabetes
The Diabetes Self-Management Program workshop is FREE and meets for two hours once a week for six weeks. Participants make weekly action plans, share experiences, and help each other solve the problems they encounter in creating and carrying out their self-management program. Note: Companion book and relaxation tape included.

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*02 - No class Nov. 27.

#### Pilates Fusion
Pilates Fusion combines concepts from both Pilates and yoga to form a dynamic strength-training workout. This unique exercise class will improve your balance and flexibility while sculpting your body. Core conditioning ensures a challenging and productive workout. Pilates Fusion is non-impact and suitable for all levels. Note: No senior tuition waiver. Instructor: Gerace

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#### Tai Chi & Qigong for Healthy Living
Improve your fitness and enrich your overall health, balance, posture, strength, and energy. Qigong exercises blended with Tai Chi principles make a positive combination for promoting good health and vitality. Discover your own internal energy through several sets of forms, which participants will be able to perform as complete, self-contained Qigong routines. Notes: This class is taught with the needs of seniors and people with arthritis in mind. No prior experience is necessary. Wear loose clothing and soft, flexible, flat shoes. Instructor: Martinez

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### ONLINE

- Handling Medical Emergencies
  See Page 60

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Original Page: 48  Career & Community Education  Fall 2019

Cecil College

Parent & Child

Saturdays

Co-listed Courses
### Cecil County and the Civil War

In the decades prior to the Civil War, slavery steadily declined in Cecil County and yet it was dangerous to openly support abolition. How did a county on the Mason-Dixon Line in a slave-holding border state react to the political tensions that turned deadly and threatened to split the country? This question will be investigated along with an examination of events in Cecil County during the war, and a look at the contributions of its citizens to both sides in the struggle. The class will also examine how the county changed after the war ended. Note: To enhance course material presented in the classroom a field trip may be included. Instructor: Dixon

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### Conowingo and the Susquehanna River

In the early 20th century, utilities built hydroelectric plants along the lower Susquehanna River. The largest, the Conowingo Dam, was second in size only to the Niagara Falls when it opened in 1928. Of course, these modern 20th century engineering feats brought changes to quiet farmlands and rural villages along this section of the river. This course will examine those transformations and the history of this area as it considers the past along the river valley, the development of villages, and the coming of the era of dams on the Lower Susquehanna River. The story of the old village of Conowingo and the Conowingo Dam are a central part of the course. Note: To enhance course material presented in the classroom a field trip will be included. Instructor: Dixon

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### Historical Markers

On Friday, November 22, Bruce Getzan will host a discussion of an important event of that date, the John F. Kennedy presidency, assassination, and how history was impacted. Where were you, your family members, friends and colleagues when you heard or saw the news from Dallas that John F. Kennedy died? Historical markers are historic events that mark a place in time and take us back to where we were when we heard the news. How should the events be explained to individuals not alive nor old enough to understand Nov. 22, 1963? Note: No senior tuition waiver. Instructor: Getzan

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### Advanced Genealogical Research

This course is designed for students who have completed basic genealogical research and are familiar with the fundamental sources of information. Building on those basic techniques, advanced research methodologies will be introduced and new research sources explored. Topics include advanced genealogy DNA analysis, complex searches for genealogical information, and techniques for storing and cataloging genealogical data using computer software. Instructor: Dixon

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### Books of the Old Testament

This course studies the Old Testament chronologically, tracing the common themes, and the common thread of Abraham’s calling by God. Relevant archeological discoveries will be discussed. Course will be taught using The Bethel Old Testament Series. Instructor: Burkley

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### CSI – The Historical Edition: Cold Cases from Long Ago

This course examines the dark underside of history, shocking murders from long-ago that once stunned communities and filled newspapers with sensational headlines. These terrible incidents, many lingering as unsolved cold cases provide a stark look at the slowly evolving criminal justice system of the 19th and early 20th centuries and the nature of investigations and crimes in the past. As one generation gave way to another memory faded and communities eventually forgot the dreadful events, except in dusty old pages of newspapers or an occasional diary. Students will examine the early workings of the criminal justice system and consider what law enforcement did or could have done to solve cases and bring about justice. The course will consider local and national crimes as we take up the subject of CSI, the historical edition. Notes: To enhance course material presented in the classroom a field trip will be included. Instructor: Dixon

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### Cecil County and the Civil War

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### Historical Markers

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History of Russian Culture
An introductory Russian appreciation course designed to give insight into Russia's culture, heritage, and history. The course is geared towards anyone interested in the art, geography, history, literature, music, food, and language of Russia. Instructor: Sheriff
6 sessions, 12 hours
$99 persons under 60. $25 MD residents over 60 (GZH543). $5 Senior Network Members (SZH543).

Hodgepodge of Cecil County History
The history of Cecil County, Maryland goes back over 2 centuries. During that time, hundreds of thousands of people doing remarkable and not so remarkable deeds dot the historical landscape. Students will survey a few pieces of Cecil County history. Class will include a discussion of Civil War legends Col. Isaac Davis and Judge James McCauley, and how the 19th century lumber boom impacted Cecil County, especially in Port Deposit. Topics include the construction of some of the county's iron bridges, the Cecil County Jail, and the construction and operation of a ferryboat named "Surry." Finally, we'll review the Women's Christian Temperance Union, The Elkton Academy, Rev. Duke's schools, as well as naturalization Cecil County style.
Instructor: Mease
3 sessions, 5 hours
$59 persons under 60. $25 MD residents over 60 (GZH614). $5 Senior Network Members (SZH614).

The Book of Revelation – Part I
Using the Holy Bible and other resources, we will explore the truths set forth in this last book of Scripture: The Revelation of Jesus Christ. What does the Bible tell us about the events that are to take place? This exciting course will be taught from the dispensational, pre-tribulation, pre-millennial school of thought. Note: Bible and 3-ring binder required. Instructor: Mehosky
6 sessions, 12 hours
$99 persons under 60. $25 MD residents over 60 (GZH396). $5 Senior Network Members (SZH396).

The Book of Revelation Part II
Beginning with the rise of the Antichrist on the world scene, this course will survey the events of God's future judgments upon the earth in what is known as the Great Tribulation — the time of Jacob's trouble, as Israel and the Jewish people will be the focal point. Note: Bible and 3-ring binder required. Instructor: Mehosky
6 sessions, 12 hours
$99 persons under 60. $25 MD residents over 60 (GZH535). $5 Senior Network Members (SZH535).

Two Cecil County Clergymen and a Farmer
During the late 18th to mid-19th centuries, Cecil County was changing. Like the young United States, the county was suffering some growing pains: a burgeoning population required more schools. Religious institutions were growing. An expanding free black community had the same wants and desires as the white, and with the Civil War came the potential for equal rights and expanding opportunities across society. During this time, there were two clergymen and a farmer who embraced and represented that change. One, the Rev. William Duke, an Episcopal priest, not only preached, but taught in parochial schools he founded, built, and nurtured in Cecil County and the Western Shore of Maryland. The Rev. Joseph Brown, a Methodist preacher, not only proclaimed the gospel in Cherry Hill, Cecil County, but carried it with him as a chaplain in the Union Army during the Civil War. Finally, there is Benjamin Griffith, who was so much more than the "farmer" that was listed on the 19th century census. Griffith was a large land owner and as such, donated land for a church, a school, and served on the governing board of that school, thus encouraging education for African American children in the Cedar Hill area of the county. Course will examine the lives of these three men and review the impact each had on the lives they touched. Notes: No senior tuition waiver. To enhance course material presented in the classroom, a field trip will be included after class discussion. Instructor: Mease
1 session, 3 hours, $39
Course #: GZH132
Voters at Last: Battling for the Ballot
In 2020 the nation will observe the passage of 100 years since women gained the right to vote. For this anniversary, this course examines the long struggle to extend voting rights to women. The national, state, and local perspective are considered. Note: No senior tuition waiver.
Instructor: Dixon
1 session, 3 hours, $39
Course #: GZH131

Sec# Day Dates Times Location
01 W 11/6 9a-12p ES 326

Essential Oils 101
Essential oils don’t have to be overwhelming! Come and learn about lots of ways to use essential oils to support your wellness. Class will include information about 11 essential oils that can be used to support a variety of body systems. Learn about essential oil safety, about the three ways to experience essential oils, and how to use a diffuser. We will make an essential oil roller and another oil infused make-n-take. Note: No senior tuition waiver.
Instructor: Reynolds
1 session, 2 hours, $39
Course #: GWE130

Sec# Day Dates Times Location
01 F 9/20 6-8p ES 325

Household Excavation – Unearthing Your Life Room by Room
Get practical guidance through the decision-making process to address the clutter throughout your home. Follow up with room by room highlights of trouble spots and solutions. Instructor has over 30 years of experience in home organizing. Note: No senior tuition waiver.
Instructor: Goffinet
1 session, 2 hours, $29
Course #: GWE138

Sec# Day Dates Times Location
01 W 8/21 6-8p ES 326

In-Depth Tarot
Learn to read the tarot and get a basic knowledge of the 78-card system while connecting with the cards on a very deep and personal level. Suitable for beginners. Practical information and hands-on practice are provided. Notes: No prior experience necessary. Required materials include a standard Tarot deck.
No senior tuition waiver. Instructor: Miller
1 session, 3 hours, $39
Course #: GWE133

Sec# Day Dates Times Location
01 S 9/28 10a-1p ES 219

Introduction to Smudging
You’ve heard that smudging can cleanse your living and work spaces, create a harmonious atmosphere and disperse negative energy. Join us to learn the ancient practice of ceremonial smudging and become comfortable to begin cleansing. You will learn the history of smudging, needed materials, see a demonstration and practice the ceremonies. Notes: No senior tuition waiver. No prior experience necessary.
Instructor: Miller
1 session, 2 hours, $29
Course #: GWE282

Sec# Day Dates Times Location
01 S 11/16 12:30-2:30p ES 219

Questions? E-mail learning4life@cecil.edu

Adult & 60+ Enrichment 51

www.cecil.edu Senior Citizen Tuition Waiver For information call 410-287-1000 or to register call 410-287-1078
Intuitive Tarot Workshop
Learn how to use tarot cards to tap into your natural intuitive abilities. Study the basic structure of tarot, color meanings, the suits, the court cards, and card layouts. Then pair up to practice seeing messages in the cards, feel their energy, and make connections between them. Notes: Bring your favorite tarot deck and notebook to class with you! No prior experience necessary. No senior tuition waiver. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE129

Jar Magic
Almost every culture has a version of jar magic, which uses jars to combine various ingredients to dispel negativity, protect, and manifest goals. Learn how, and what, can be used to make a jar for your personal needs. Note: No senior tuition waiver. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE165

Oils of Ancient Scripture
Unlocking the secrets of essentials oils and biblical healing. Essential oils were used before, during and after the time of Christ. They were used for emotional, physical and spiritual support. In this class we will discuss 12 essentials oils all used during ancient times, what they were used for, how you can use them today, and where they are mentioned in the bible. Notes: We will make 2 oil infused make-n-takes. No senior tuition waiver. Instructor: Reynolds
1 session, 2 hours, $39
Course #: GWE368

Power Oils
Different oils carry different properties and combined together, you can create a powerful personal blend. In this class we will learn how to blend herbs and oils to embody intentions and manifestation. Also touching on the timing of making your oils for added effect. Students will have an opportunity to create their own oil/herb blend. Note: No senior tuition waiver. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE166

Practical Magic
Everyday items and actions can help create mindfulness and positivity in our lives. Floor sweeps with salt for clearing and protection. Clearing baths to ground yourself. Even the herbs used for cooking can all be used as little ways throughout the day to keep us in tune. Note: No senior tuition waiver. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE167

Tarot Combinations
We’ll go deeper into tarot interpretation as we look at how combining the cards changes the way you look at the card meanings. Notes: No senior tuition waiver. Required materials include a standard Tarot deck. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE336

Tarot for Personal Insight
In this class, we will look at the Major Arcana as representing the archetypal stages of a soul’s journey through the duality of life toward the ultimate goal of union, a journey of self-discovery through our challenges of socialization, the birth of authenticity, and transformation. We will dialogue with the cards for personal insight. BYO cards, if you like. Note: No senior tuition waiver. Instructor: Reynolds
1 session, 3 hours, $39
Course #: GWE319

The Lenormand Oracle
The Lenormand Oracle is an amazing system of divination that is more straightforward than the tarot, yet allows for insightful answers to everyday questions. We’ll review the 36-card system and it’s symbolism, then dive in to start interpreting the cards using several techniques that allow for a layered reading of the cards. If you’ve been looking for a new tool to add to your magical toolbox, this is a good one. Notes: No senior tuition waiver. No need to purchase a deck. Instructor: Miller
1 session, 3 hours, $39
Course #: GWE276

Walking the Path of the Major Arcana
Tarot is a book of metaphysics designed to teach us to travel the journey of life to realize our power when we fully connect to the Divine. Go on a journey through the Major Arcana cards, which show us the aspects of life and how we are no longer at the mercy of chance, but instead capable of creating our own destiny. Note: No senior tuition waiver. Instructor: Miller
1 session, 2 hours, $29
Course #: GWE161

Winter Wellness
Using essentials oils, herbs, berries and other natural products to boost your immune system and other ways to help keep you healthier through the winter months. Notes: We will make an essential oil roller and another oil infused make-n-take. No senior tuition waiver. Instructor: Reynolds
1 session, 2 hours, $39
Course #: GWE369

Lose Weight and Keep it Off

Luscious, Low-Fat, Lightning-Quick Meals

Natural Health and Healing
See Page 60

• Lose Weight and Keep it Off
• Luscious, Low-Fat, Lightning-Quick Meals
• Natural Health and Healing

See Page 60
HOME & GARDEN

The Bay Friendly Gardener Challenge
This four part lecture series is designed to give residents of the Chesapeake Bay Watershed a background knowledge of the many intertwined facets that compromise Bay health and future sustainability. In just a few hundred years the precious resource of the East has gone from crystal clear and full of life to declining water quality, loss of its aquatic life, and sometimes prohibiting our recreational activities… Why? This lecture series will explore the history, the negative elements that impact the Bay, Native Plants, current best practices and how just some simple lifestyle changes and commitments can help reverse and return the Bay to a resource preserved for our future generations. Sign up for one class of interest, but I hope to see you at all of them. Are you up for the Challenge? Instructor: Michaud

BFGC — Chesapeake Bay Watershed History
This workshop focuses on the Chesapeake Bay Watershed history and ecosystem function. Nitrogen Phosphorus and sediment are the key negative elements entering the Chesapeake Bay on a daily basis. Learn about these elements, how they get there, and what they do to the Bays ecosystem. Note: No senior tuition waiver. Instructor: Michaud

1 session, 2 hours, $29
Course #: GSG210

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BFGC — Erosion and Storm – Water Management
This workshop focuses on erosion and storm-water management, which are vital to reducing the negative elements. Understand the water runoff cycle and current trends and practices to help control and lessen the negative impact on the Chesapeake Bay. Note: No senior tuition waiver. Instructor: Michaud

1 session, 2 hours, $29
Course #: GSG211

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BFGC — Native Plants
This workshop focuses on Native Plants which play a huge role on ecosystem sustainability. Attention on native plants ID and their presence in the natural landscape, but deforestation and loss of buffer zones have accelerated the Chesapeake Bays decline. Recycling and reusing our products and resources are extremely important to future sustainability. This simple lifestyle practice has major impact on planet sustainability. Note: No senior tuition waiver. Instructor: Michaud

1 session, 2 hours, $29
Course #: GSG242

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BFGC — lifestyles to Reduce Use of Toxins and Pesticides
This workshop focuses on the lifestyles to reduce the use of toxins and pesticides in our environment. Simple less harmful substitutions can help reduce the toxins for healthier living for humans and all animals. Recipes for Bay Friendly Landscapes will factor all controllable aspects into a living functioning Bay Friendly Landscape you can be proud of. Note: No senior tuition waiver. Instructor: Michaud

1 session, 2 hours, $29
Course #: GSG285

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ONLINE

- Growing Plants for Fun & Profit
- Start Your Own Edible Garden
See Page 60
Woody Plants II
Woody Plants II will familiarize students with a significant number of woody trees and shrubs commonly found in our local environment. Evergreen and deciduous species will be covered. For each plant, students will discuss nativity, landscape use and establishment, cultural requirements, seasonal interest, and environmental considerations. Species for study will be selected based upon the season in which the course is offered and will include plants specified for the Maryland Certified Professional Horticulturist (CPH) basic exam. Notes: Corresponds to credit course HCS160. Textbook required.

15 sessions, 45 hours
$279 persons under 60. $35 MD residents 60 and above.
Course #: GUB106

Sec# Day Dates Times Location
01* S 8/24-12/14 1-3:30p AS C401

*01 - No class Aug. 31 & Nov. 30.

HORSE SENSE

Basic Horse Handling
Basic Horse Handling provides an introduction to safe handling procedures for working with a variety of horses and situations. This course will model ways a student may develop competence and self-assurance around horses. Note: Corresponds to credit course EQS139. Instructor: Dawson

15 sessions, 30 hours
$274 persons under 60. $30 MD residents 60 and above.
Course #: GUE110

Sec# Day Dates Times Location
01* W 8/28-12/11 2-3:50p Offsite

*01 - No class Nov. 27.

Equine Pathology
Equine Pathology focuses on training students to recognize symptoms, diseases, and infections. Students will learn to properly identify system functions and determine areas of concern, and develop treatment options once a condition is diagnosed and confirmed. Pre-requisite: EQS148. Note: Corresponds to credit course EQS248. Instructor: Gibison

15 sessions, 45 hours
$396 persons under 60. $30 MD residents 60 and above.
Course #: GUE115

Sec# Day Dates Times Location
01* M 8/26-12/9 6-8:50p AS C431

*01 - No class Sep. 2.

Introduction to Equine Care and Maintenance
Introduction to Equine Care and Maintenance is designed to provide a basic foundation for understanding the horse. Using hands-on activities, the lessons teach elements of horse ownership: general terminology, horse selection, stabling requirements, and basic care and maintenance of the healthy horse. Students gain a greater understanding of conformation and selection of the horse, costs of ownership, nutrition, grooming, anatomy and care of the hoof, health care, breeds, and colors. Pre-requisite: EQS139. Note: Corresponds to credit course EQS142. Instructor: Dawson

15 sessions, 45 hours
$396 persons under 60. $30 MD residents 60 and above.
Course #: GUE111

Sec# Day Dates Times Location
01 T 8/27-12/3 6:00-8:50p Offsite

LANGUAGES / FOREIGN LANGUAGE

American Sign Language III
Are you ready for a more advanced course of ASL? If you have already taken the intermediate course or already have an in-depth knowledge of ASL, then this is the course for you. You will learn more on attitudes/opinions, recreational activities, traveling, work environment, health and current issues. Pre-requisite: ASL II or permission of instructor. Note: Textbook required. Instructor: Brown

10 sessions, 20 hours
$155 persons under 60. $25 MD residents over 60 (GCL313). $5 Senior Network Members (SCL313).

Sec# Day Dates Times Location
01D S 9/21-11/23 9-11a ES 325

French I
Learn the most romantic language of the world. Class is designed for beginning students who wish to learn basic grammar, oral communication, and common vocabulary. Learn the language and the culture will come alive.

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL105). $5 Senior Network Members (SCL107).

Sec# Day Dates Times Location
01D Th 8/29-10/10 5:30-7:45p ES 219

French II
Expand your French vocabulary with this class designed for students who wish to advance their basic grammar, oral communication, and common vocabulary. Pre-requisite: French I or permission of instructor.

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL305). $5 Senior Network Members (SCL305).

Sec# Day Dates Times Location
01D* Th 10/24-12/19 5:30-7:45p ES 219

*01D - No class Oct. 31 and Nov. 28.
French III (S/S)
Improve your ability to comprehend, converse, and write in French. Increase vocabulary, master written and verbal communication, and expand your grammar. Learn to express possession, past events, future time, and future action. Pre-requisite: French II or permission of the instructor.

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL308). $5 Senior Network Members (SCL308).

Sec#  Day  Dates   Times  Location
01D* Th  10/24-12/19  5:30-7:45p ES 219

*01D - No class Oct. 31 and Nov. 28.

German I (S/S)
Discover the German culture and language. Simple grammar, pronunciation rules and vocabulary relevant to daily conversation will be stressed. Instructor: Lenhoff

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL101). $5 Senior Network Members (SCL101).

Sec#  Day  Dates   Times  Location
01D  T  9/3-10/15  6-8:15p ES 219

*01D - No class Nov. 30.

German II (S/S)
Improve the basic skills acquired in German I. Continue with progressive reading and speaking skills through dialogue, role-playing, and conversational exercises. Grammar will be emphasized. Pre-requisite: German I or permission of instructor. Instructor: Lenhoff

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL201). $5 Senior Network Members (SCL201).

Sec#  Day  Dates   Times  Location
01D  T  10/29-12/10  6-8:15p ES 219

Italian I (S/S)
This is an elementary Italian language course which emphasizes pronunciation while building vocabulary, grammar, and basic conversational skills. This is the perfect class for beginners or those planning a trip to Italy. Note: Textbook required.

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL320). $5 Senior Network Members (SCL320).

Sec#  Day  Dates   Times  Location
01D  S  9/7-10/19  10a-12:15p ES 221

Italian II (S/S)
This Italian language course will continue to strengthen pronunciation, vocabulary, grammar, and reading comprehension while offering more class conversation in Italian. Pre-requisite: Italian I or permission of instructor. Note: Textbook required.

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL322). $5 Senior Network Members (SCL322).

Sec#  Day  Dates   Times  Location
01D*  S  11/2-12/21  10a-12:15p ES 221

*01D - No class Nov. 30.

Russian I (S/S)
Begin a new language study here. This introductory course covers the alphabet, vocabulary, grammar, pronunciation, and comprehension necessary for basic communication in Russian. Discover the rich culture and history of Russia. Note: Textbook required. Instructor: Sheriff

7 sessions, 14 hours
$135 persons under 60. $25 MD residents over 60 (GCL106). $5 Senior Network Members (SCL106).

Sec#  Day  Dates   Times  Location
01D  T  9/4-10/16  6-8:15p ES 221

*01D - No class Nov. 30.

Russian II (S/S)
Continue your Russian exploration. Increase vocabulary, and your reading, writing and communication skills. Rush into Russian II. Pre-requisite: Russian I or permission of instructor. Note: Textbook required. Instructor: Sheriff

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL206). $5 Senior Network Members (SCL206).

Sec#  Day  Dates   Times  Location
01D*  W  10/30-12/18  6-8:15p ES 327

*01D - No class Nov. 27.

Russian Culture through Film (S/S)
Course is designed to teach students about the Russian society and culture through the medium of film. Students will learn about the many facets of America’s perception of Russia and the Cold War while it was evolving and in retrospect, how Americans perceive those decades today. Students will learn the cultural importance of film, historic events, daily life and social and cultural history throughout the world as represented in films. Films studied in this section include: Circus, Cinderella, The Cranes are Flying, Ivan Vasiljevich Changes Professions, Irony of Fate, Moscow Does Not Believe in Tears and Autumn Marathon. Note: Textbook required. Instructor: Sheriff

7 sessions, 14 hours
$135 persons under 60. $25 MD residents over 60 (GCL538). $5 Senior Network Members (SCL538).

Sec#  Day  Dates   Times  Location
01D*  S  10/26-12/14  10a-12p ES 327

*01D - No class Nov. 30.

Spanish I (S/S)
Study the Spanish culture through its language. Grammar, pronunciation, and practical vocabulary will be covered. Students will also practice answering questions and writing simple sentences. A good first step for travel or study. Note: Textbook required. Instructor: DeLussey

7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL103). $5 Senior Network Members (SCL103).

Sec#  Day  Dates   Times  Location
01D  T  9/3-10/15  9-11:15a ES 219

www.cecil.edu  Senior Citizen Tuition Waiver  For information call 410-287-1000 or to register call 410-287-1078
Spanish Culture through Film
Join us to explore the cultures of Spain and Latin America by watching films in Spanish. Learning language through film is an excellent form of training your ear to the rhythm and cadence of spoken Spanish as well as learning colloquial expressions. This class is truly an immersion into Spanish culture. Films studied in this section include The Spirit of the Bee Hive, Roma, Y Tú Mamá También, Volver, El Chino. Films are subject to change. Instructor: DeLussey
7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL379). $5 Senior Network Members (SCL379).

Spanish II
Expand your ability to speak Spanish. This intermediate level class will cover the more complex dimensions of Spanish including sentence structure, grammar, and comprehension of the written language. Continue your journey into the Spanish language and culture. Pre-requisite: Spanish I or permission of instructor. Note: Textbook required. Instructor: DeLussey
7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL203). $5 Senior Network Members (SCL203).

Spanish III
This course will improve your ability to comprehend, converse, and write in Spanish. Increase vocabulary, master written and verbal communication, and expand your grammar. Learn to express possession, past events, future time, and future action. Pre-requisite: Spanish II or permission of instructor. Note: Textbook required.
7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL303). $5 Senior Network Members (SCL303).

Spanish IV
Immerse yourself in the Spanish language. This is not your normal language class. Learn conversational Spanish to enhance your travel and vacation experience. Pre-requisite: Spanish I or permission of instructor. Note: Textbook required. Instructor: Edge
7 sessions, 16 hours
$135 persons under 60. $25 MD residents over 60 (GCL304). $5 Senior Network Members (SCL304).

LITERATURE & WRITING
Great Films and Great Literature – Part I
Students will read three novels and watch the films based on each. We will watch each film while simultaneously reading the novels, then compare, and contrast the two mediums with regard to how well they are translated between the two genres. Course will examine and discuss the artistic styles and expressions John La Carre: The Constant Gardner, Stephen King: The Shining, and Edith Wharton: The House of Mirth. Note: Students are responsible for getting the reading materials. Instructor: Balaban
6 sessions, 12 hours
$99 persons under 60. $25 MD residents over 60 (GHL381). $5 Senior Network Members (SHL381).

Introduction to Creative Writing
This course introduces students to the techniques and practice of writing and reading the genres of poetry, fiction, and literary nonfiction. Topics include understanding the creative process of writers, the state of contemporary culture as seen in current literature, and the students’ own writing process, passions, and limitations. Note: Corresponds to credit course EGL215. Instructor: Orsi
15 sessions, 45 hours
$401 for persons under 60. $35 MD residents 60 and above.
Course #: GUL125

Introduction to Screenwriting
Writing the Fantasy Novel
See Page 60
MUSIC LESSONS
Discover your musical talent and learn to play the music you have always loved! Lessons on most instruments are available, including guitar, voice, piano, drums, woodwinds, strings, brass, and more. Our instructors have performed worldwide and have graduated from some of the finest schools, including Peabody Conservatory, New England Conservatory, Towson University, music schools in Italy, and others. Notes: No senior tuition waiver. Beginner to advanced welcomed. Students meet once a week for a 1/2 hour private lesson. After registering, please contact the lesson coordinator at adickenson@cecil.edu for additional class information. Textbook required. Corresponds to youth courses YES/YHS550, YES/YHS551, and YES/YHS549.

14 sessions, 7 hours, $409
Course #: GHM550

7 sessions, 3.5 hours, $215
Course #: GHM551

4 sessions, 2 hours, $125
Course #: GHM549

Piano II
Piano Class II continues the study of basic music skills as they apply to piano playing. Music theory, sound production, pedal techniques, posture, hand position and knowledge of repertoire are developed through weekly reinforcement in a group setting. Students should expect 30 minutes of group teaching, and the remainder of the time will be lab time with individual instruction divided evenly between students. Notes: Textbook required. Corresponds to youth courses YES/YHS488. Instructor: Luther

12 sessions, 24 hours
$175 persons under 60. $25 MD residents 60 and above.
Course #: GHM488

I LOVE KOREAN DRAMA
Hallyu Wave refers to the growing interest in the pop culture of Korea. Come find out why there are so many enthusiastic Korean drama (kdrama) fans! The 2-hour romantic/comedy/time-travel kdrama “Splash, Splash Love” will be shown to prompt discussion of contemporary life, history, food, music, language & writing, clothing and manners. Recommendations of websites, books, and suggestions for starting your own “To Watch Soon” list of kdramas and movies. Notes: Everything is subtitled! No senior tuition waiver. Instructor: Goffinet

4 sessions, 8 hours, $45
Course #: GHX130

MATH ADVANTAGE
ONLINE
- Math Refresher
- Introduction to Algebra
See Page 60

MUSIC / DRAMA / THEATER

Acting Coaching Lessons
Working with an experienced director can make all the difference when preparing a performance. Whether you're looking to strengthen your skills or workshop a specific piece, our acting coaching sessions can help you meet your goals as a performer. During your sessions, you will work one-on-one with one of Cecil College's acting professors to receive individualized instruction and coaching designed to meet your personal goals. Notes: No senior tuition waiver. After registering, please contact the lesson coordinator Kelsy Bostic at kbostic@cecil.edu for additional class information. Corresponds to youth course YPT236. Instructor: Bostic

1 session, 1 hour, $40
Course #: GHM236

Sec# Day Dates Times Location
01 TBD 7/8-12/20 TBD TBD

I Love Korean Drama
Hallyu Wave refers to the growing interest in the pop culture of Korea. Come find out why there are so many enthusiastic Korean drama (kdrama) fans! The 2-hour romantic/comedy/time-travel kdrama “Splash, Splash Love” will be shown to prompt discussion of contemporary life, history, food, music, language & writing, clothing and manners. Recommendations of websites, books, and suggestions for starting your own “To Watch Soon” list of kdramas and movies. Notes: Everything is subtitled! No senior tuition waiver. Instructor: Goffinet

4 sessions, 8 hours, $45
Course #: GHX130

Sec# Day Dates Times Location
01 Th 8/1-8/22 6-8p ES 314
02 Th 10/3-10/24 6-8p ES 327
Saturday Intensives

Theater artisans come from a wide variety of backgrounds—putting up a strong show doesn’t just require actors; it also calls for painters, carpenters, clothing designers, decorators, musicians, sound engineers, electrical engineers, graphic artists, social media artists and more. Many professionals and volunteers in the fields of technical theater and design actually come to theater from outside backgrounds. So whether you’re a thespian looking to learn more about design and tech, or a designer or technician looking to learn more about theater, these workshops are a great way to strengthen your skills and explore new territory! Saturday Intensives consist of individual workshops scheduled on specific Saturdays throughout the semester. Notes: No senior tuition waiver. Each workshop focuses on a specific skill or content area. Sign up for one, or sign up for all! For a list of this semester’s workshops, please visit www.cecilcollegeyptp.com. Corresponds to youth course YPT237. Instructor: Bostic

1 session, 3 hours, $30
Course #:GHM237

PERSONAL SAFETY / RECREATION

AARP Driver Safety Program
This course addresses the physical changes that can affect the driving ability for experienced motorists age 50 and older. Students will learn tips and techniques to help prevent accidents and foster independence. An informative, easy-to-read course workbook is included based on data collected from federal and state agencies, universities, and traffic safety organizations. Invest a few hours in this important program and reap the benefits of safer driving and possible lower insurance rates. Topics include how to drive defensively, how to deal with aggressive drivers, proper use and maintenance of vehicle, how to compensate for vision and hearing loss, and safety aspects of the car including safety belts, air bags, and anti-lock brakes. Notes: Behind-the-wheel exercises are NOT part of this course. Participants who are not AARP members are required to pay an additional $5 to the instructor on the day of the class. Instructor: Harris

1 session, 4 hours, $15
Course #:GFH110

Sec# Day Dates Times Location
01 Th 10/10 9a-1p ES 219

Maryland HQL
The Maryland State Police Handgun Qualification License course is now being offered at Cecil College. Completion of this course allows you to apply for your Maryland Handgun Qualification License and is designed to promote firearm safety in Maryland. This course includes firearms safety, nomenclature, live fire exercises, information on mechanisms and operations, discussion on Maryland State Law and more! After successfully completing this class you will be able to submit your application. Notes: Live Scan included in cost of class and offered on campus. All materials will be provided. One hour will be on the shooting range, time arranged through instructor. Instructor: Hardy

1 sessions, 4 hours
$229 persons under 60. $90 MD residents 60 and above.
Course #: GRL191

Sec# Day Dates Times Location
01 T 8/20 6-9p ES 314
02 T 10/15 6-9p ES 314
03 T 12/17 6-9p ES 314

PHOTOGRAPHY

Basic Photography
Turn your creativity to the camera. Students will learn elements of the digital camera, camera handling, basic composition, and lighting. Digital camera and inkjet printers will be used in class for immediate feedback. An in-depth course for the beginning photographer in you. Notes: Textbook required. Corresponds to credit course ART180.

15 sessions, 45 hours
$511 for persons under 60. $145 MD residents 60 and above.
Course #:GUP101

Sec# Day Dates Times Location
01* M 8/26-12/9 6:30-9:20p AS C357
02 T 8/27-12/3 10a-12:50p AS C357
03 T 8/27-12/3 2-4:50p AS C357
04* W 8/28-12/11 10a-12:50p AS C357
05* W 8/28-12/11 2-4:50p AS C357
06* W 8/28-12/11 6:30-9:20p AS C232
07* Th 8/29-12/12 2-4:50p AS C357

Women Specific Firearms – Maryland HQL
The Maryland State Police Handgun Qualification License course is now being offered at Cecil College. Completion of this course allows you to apply for your Maryland Handgun Qualification License and is designed to promote firearm safety in Maryland. This course includes firearms safety, nomenclature, live fire exercises, information on mechanisms and operations, discussion on Maryland State Law and more! After successfully completing this class you will be able to submit your application. Notes: Live Scan included in cost of class and offered on campus. All materials will be provided. One hour will be on the shooting range, time arranged through instructor. Instructor: Hardy

1 sessions, 4 hours
$229 persons under 60. $90 MD residents 60 and above.
Course #: GRL190

Sec# Day Dates Times Location
01 T 7/16 6-9p ES 314
02 T 9/17 6-9p ES 314
03 T 11/19 6-9p ES 314

ONLINE

• Introduction to Guitar
• Music Made Easy
See Page 60
Developing Your Vision
The key to taking better photographs is less a matter of technique and more of that intangible thing called "vision." Learn how to develop and refine your vision, create compositions that have impact, exploit natural light, capture the decisive moment, and develop your style. Note: Students should bring their own cameras. Instructor: Wechter

3 sessions, 6 hours
$59 persons under 60. $25 MD residents over 60 (GAV224). $5 Senior Network members (SAV224).

Digital Photography
This is a general overview course designed to familiarize participants with the process of digital photography. Learn how to use the functions of a digital camera such as: shutter, aperture, white balance and ISO. You will start to see through the lens of a camera. Learn how to look at lighting, textures, and colors. Note: Students should bring their own cameras. Instructor: Wechter

3 sessions, 6 hours
$59 persons under 60. $25 MD residents over 60 (GAV130). $5 Senior Network members (SAV130).

Digital Photography II
This course will expand upon the concepts and techniques of Digital Photography. Course is designed for students who already have a basic understanding of their camera and want to take their photography a step further. Topics include review of basic camera use, how to shoot more professional pictures, photo-editing and manipulating images, and file management systems. Note: Students should bring their own cameras. Instructor: Wechter

3 sessions, 6 hours
$59 persons under 60. $25 MD residents over 60 (GAV224). $5 Senior Network members (SAV224).

Nature/Wildlife
Outdoor Photography
Be introduced to the fundamental art and craft of professional nature-and-wildlife and travel photography: aesthetics, equipment, processes, portfolio preparation and marketing. Go on extensive field trips to photograph. Students work with transparency film and/or digital cameras. Students complete weekly lab assignments to produce a final portfolio. Pre-requisite: Photography I. Notes: Textbook required. Camera required. Corresponds to credit course VCP224. Instructor: Marziano

15 sessions, 60 hours
$633 for persons under 60. $145 MD residents 60 and above.
Course #: GUP130

Photography I
Learn the art and craft of photography through digital camera operation, and digital print production. Creativity, craft, and visual communication are used to teach the use of light, design concepts, and color theory. Weekly lab assignments and class activities culminate in a portfolio of fine black-and-white and color photographs. Notes: College cameras are available for student use. Course fee covers the cost of film and chemicals for weekly assignments. Corresponds to credit course VCP101.

15 sessions, 60 hours
$573 persons under 60. $85 MD residents 60 and above.
Course #: GUP104

Special Projects – Studio Lab
Create a special project here. This studio course will enable students to initiate or continue a project with CC studio, photographic, and digital imaging facilities. Course can also provide additional studio/lab time for students currently enrolled in classes who need more lab time. Pre-requisites: Photography I, Video Production I, or permission of instructor. Notes: No senior tuition waiver. Corresponds to credit course VCP114. Instructor: Jacono

15 sessions, 15 hours, $172
Course #: GUP120

ONLINE
- Discover Digital Photography
- Mastering Digital Photography: Photographing People
- Mastering Your Digital SLR Camera
- Photographing Nature with your Digital Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer
See Page 60

Questions? E-mail learning4life@cecil.edu
Cecil College offers certificate programs for those who wish to gain a credential for acquired knowledge, skills and abilities focused in specific discipline areas.

**BASIC PHOTOGRAPHY CERTIFICATE**

Degree Code: BAPC  
Number of Credits: 15-16

Program Description: This Certificate prepares students for apprenticeship employment in photography or digital imaging. Job titles include assistant photographer, lab technician, digital imager, and photographic retail sales representative. Employment responsibilities in these areas include: photographing, digital imaging, and sales. The Certificate program courses can be used in satisfying degree program requirements.

### Required Courses

<table>
<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
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<td>Photography I</td>
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<tr>
<td>VCP 111</td>
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### Program Elective Courses

Select 7-8 credits from the following:

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<td>Studio Photography II</td>
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<td>VCP 271</td>
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*Important information about the educational debt, earnings, and completion rates of students who attend certificate programs: cecil.edu/bapc.*

For more information, contact Admissions at 410-287-1006.

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**Online Lifelong Learning**  
**Youth, Adult, and Senior classes!**

Learn a new skill or enhance an existing one.

- Complete two lessons each week and finish in six weeks
- New classes start each month
- Choose a program
- Choose a course
- Call 443-907-1372 to register
- Begin course work on assigned day
- Expert instructors develop and lead every course

**Programs and Courses Include**

- Art/Crafts
- Computers
- Digital Imaging
- Family Life Issues
- Financial Planning
- Fitness & Personal Safety
- Holistic & Healthy Living
- Home & Garden
- Languages / Foreign Language
- Literature & Writing
- Math Advantage
- Music
- Photography
- Test Preparation
- GRE, GMAT, SAT/ACT
- Microsoft Office
  - Access
  - Excel
  - Outlook
  - PowerPoint
  - Publisher
  - Word

For more information, visit our online instruction center at www.ed2go.com/cecil or call 443-907-1372.
ACADEMICS — SAT / ACT PREP

SAT Math Preparation
Be a step ahead in preparing for the Scholastic Aptitude Test. This course will prepare you for the SAT Math exam, covering basic math skills including Algebra and Geometry. Problem solving, reasoning, and test-taking techniques will also be covered. Note: For high school students. Instructor: Hammond

4 sessions, 12 hours, $99
Course #: YES201

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SAT Verbal Preparation
Be a step ahead in preparing for the Scholastic Aptitude Test. This course will assist you in sharpening the verbal skills needed for being successful when taking your SAT. Notes: For high school students. A textbook is required and may be used for both the Verbal and the Math Preparation. Instructor: Hassig

4 sessions, 12 hours, $99
Course #: YES200

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*02 – No class Nov. 28.
COMPUTERS

Intro to Computing with Raspberry Pi
In this hands-on class, you will be given a Raspberry Pi starter kit and instructions on how to program your Raspberry Pi for all sorts of interesting applications. This class is DIY-based, and you will learn through doing “hands-on” projects with this powerful device. Specifically, you will learn how to setup your Pi; the basics of the Linux operating system driving the Pi, and how to program the Pi to do all sorts of interesting things like interact with the Internet, getting the temperature, and more. Additionally, you will learn basic programming tools and coding functions to create games and applications. Notes: Ages 10-15. The Raspberry Pi starter kit is yours to keep after class. To operate the Raspberry Pi at home, you only need an HDMI-capable monitor, an HDMI cable, and a USB-capable mouse. The Raspberry Pi is a credit card sized single board computer originally designed to teach basic computer science. See http://www.raspberrypi.org/ for more information.

6 sessions, 12 hours, $149
Course #: YES287

Programming Raspberry Pi and Python
Learn to create inventive programs and fun games on your powerful Raspberry Pi – with no programming experience required! Discover how to configure hardware and software, write Python scripts, create user-friendly GUIs (Graphic User Interface), and control external electronics. DIY projects include game development, RGB LED controller, digital clock, and RasPiRobot complete with an ultrasonic rangefinder. Notes: Ages 10-15. All kits are yours to keep after class.

6 sessions, 12 hours, $149
Course #: YES288

MICROSOFT OFFICE

ONLINE

• Advanced Microsoft Excel 2010
• Advanced Microsoft Excel 2013
• Advanced Microsoft Excel 2016
• Intermediate Microsoft Excel 2010
• Intermediate Microsoft Excel 2013
• Intermediate Microsoft Excel 2016
• Intermediate Microsoft Word 2010
• Intermediate Microsoft Word 2013
• Intermediate Microsoft Word 2016
• Introduction to Microsoft Excel 2010
• Introduction to Microsoft Excel 2013
• Introduction to Microsoft Excel 2016
• Introduction to Microsoft Outlook 2010
• Introduction to Microsoft Outlook 2013
• Introduction to Microsoft PowerPoint 2010
• Introduction to Microsoft PowerPoint 2013
• Introduction to Microsoft Word 2010
• Introduction to Microsoft Word 2013
• Introduction to Microsoft Word 2016
• What’s New in Microsoft Office 2013

See Page 60

ONLINE

• Introduction to Microsoft PowerPoint 2016

See Page 60

DIGITAL IMAGING

ONLINE

• Photoshop CC for the Digital Photographer
• Photoshop CC for the Digital Photographer II

New!

• Photoshop Elements for the Digital Photographer
• Photoshop Elements for the Digital Photographer II

See Page 60

ONLINE

• Introduction to Windows 10
• Keyboarding

See Page 60

CREATIVE ARTS

Berry Garland and Twine Wreath
Fall is a great time to start making homemade decorations for your home, friends and family. Using a combination of twine, bittersweet garland, hardy fall nuts, and pods, you can design a rustic, country vibe wreath to decorate your front door for the fall season. This is a great family activity to create the perfect addition to your home or give as a cherished gift. Notes: Ages 7-15. Corresponds to personal enrichment course GAC596. Instructor: Stubbs

1 session, 2 hours, $29
Course #: YES596

Fresh Greens Wreath Workshop
Enjoy the scents of the season! A holiday wreath using fresh greens and accents will delight you throughout the holiday season. This great activity will kick off your holiday festivities. A great gift for yourself — or someone you love! Notes: Ages 7-15. Corresponds to personal enrichment course GAC119. Instructor: Stubbs

1 session, 2 hours, $29
Course #: YES303

Natures Weaving Wall-Hanging
Join this workshop and learn how to build a frame and design a loom to weave an organic wall-hanging. Nature provides us with colors, patterns, and materials that are gifts from the earth. Use your imagination to create a unique and beautiful wall-hanging, which adds color and warmth to any room while making lasting memories too. Notes: Ages 7-15. Corresponds to personal enrichment course GAC609. Instructor: Stubbs

1 session, 2 hours, $29
Course #: YES609

Cecil College Parent & Child Saturdays
Drama Days
When schools are closed, send your young ones to a day of theatre experiences. Arts and crafts, costumes and make-up, reading, and creative writing and... of course time on stage as children sing, act and dance the day away!

Notes: Extended care available – contact Kelsy Bostic at kbostic@cecil.edu for details. Ages 5-13. Instructor: Bostic

1 session, 6.5 hours, $30
Course #: YPT 143

---

Pine Cone Wreath
The holidays are fast approaching and having your own pine cone wreath masterpiece to complement your other holiday decorations will make you the envy of the block. Join Ann Stubbs and learn the secrets of wreaths for all occasions. Notes: Ages 7-15. Corresponds to personal enrichment course GAC409. Instructor: Stubbs

1 session, 2 hours, $29
Course #: YES409

---

Steampunk Cat
Steampunk is a Neo-Victorian style that crosses fantasy and science fiction. This workshop will give you the freedom to create a one of a kind metal geared art cat. We will use gears, broken jewelry, washers and more. Notes: Ages 11-15. All supplies are provided. Corresponds to personal enrichment course GAC608. Instructor: Haggard

1 session, 3 hours, $39
Course #: YES608

---

Steampunkins
There are plenty of geeky pumpkins around, but what about a steampunk metal pumpkin that will last forever? Students will create a unique pumpkin out of dried gourd. Students will use all kinds of metal parts, gears, rivets, zippers and more to create their own pumpkin face! Notes: Ages 11-15. All supplies are provided. Corresponds to personal enrichment course GAC592. Instructor: Haggard

1 session, 3 hours, $39
Course #: YES592

---

Steampunk Owl Workshop
Create a steampunk metal gourd Owl. Students will learn the techniques to create a “Hoot Owl” from recycled metal gears, broken jewelry and more to embellish your metal owl. Notes: Ages 11-15. All supplies are provided. Corresponds to personal enrichment course GAC589. Instructor: Haggard

1 session, 4 hours, $49
Course #: YES589

---

For more information, contact Tammy at learning4life@cecil.edu or 443-907-1378.
MUSIC

Music Lessons
Discover your musical talent and learn to play the music you have always loved! Lessons on most instruments are available, including guitar, voice, piano, drums, woodwinds, strings, brass, and more. Our instructors have performed worldwide and have graduated from some of the finest schools, including Peabody Conservatory, New England Conservatory, Towson University, music schools in Italy, and others. Notes: Ages 8-15. Beginner to advanced welcomed. Students meet once a week for a ½ hour private lesson. After registering, please contact the lesson coordinator at adickenson@cecil.edu for additional class information. Textbook required. Corresponds to personal enrichment course GHM549, GHM550, and GHM551.

14 sessions, 7 hours, $409
Course #: YES550

7 sessions, 3.5 hours, $215
Course #: YES551

4 sessions, 2 hours, $125
Course #: YES549

Piano I
Piano Class is the study of basic music skills as they apply to piano playing. Music theory, sound production, pedal techniques, posture, hand position and knowledge of repertoire are developed through weekly reinforcement in a group setting. Students should expect 30 minutes of group teaching, and the remainder of the time will be lab time with individual instruction divided evenly between students. Pre-requisite: Piano I. Notes: Ages 8-15. Vocalists and all instrumentalists are welcome. Students who sign up for this class should have a minimum of one year of experience either singing or playing an instrument. Performance Friday Dec. 6 at 6pm. Corresponds to personal enrichment course GHM488. Instructor: Luther

12 sessions, 24 hours, $175
Course #: YES497

Sec# Day Dates Times Location
01 T 9/10-11/26 4-6p ES 113

*R01 - No class Nov. 30.

Piano II
Piano Class II continues the study of basic music skills as they apply to piano playing. Music theory, sound production, pedal techniques, posture, hand position and knowledge of repertoire are developed through weekly reinforcement in a group setting. Students should expect 30 minutes of group teaching, and the remainder of the time will be lab time with individual instruction divided evenly between students. Pre-requisite: Piano I. Notes: Ages 8-15. Textbook required. Corresponds to personal enrichment course GHM116. Instructor: Luther

12 sessions, 24 hours, $175
Course #: YES498

Sec# Day Dates Times Location
01 T 9/10-11/26 4-6p ES 113

Rock Band Academy
So you want to be a rock superstar? This class offers budding musicians a unique opportunity to play in bands, write their own music, perform, and record demos. Become a Master of Rock! Notes: Ages 9-15. Vocalists and all instrumentalists are welcome. Students who sign up for this class should have a minimum of one year of experience either singing or playing an instrument. Performance Friday Dec. 6 at 6pm. Corresponds to personal enrichment course GHM488. Instructor: Luther/Scott

13 sessions, 39 hours, $199
Course #: YES488

Sec# Day Dates Times Location
01 S 9/7-12/6 10a-1p ES 109

PHOTOGRAPHY

Introduction to Guitar
Music Made Easy
See Page 60

ONLINE

• Discover Digital Photography
• Mastering Your Digital SLR Camera
• Photographing Nature with Your Digital Camera
• Secrets of Better Photography
• Travel Photography for the Digital Photographer
See Page 60
**RECREATION**

**ONLINE**

- *Start Your Own Edible Garden*
  See Page 60

**YOUNG PEOPLE’S THEATRE**

**Acting Coaching Lessons**

Working with an experienced director can make all the difference when preparing a performance. Whether you’re looking to strengthen your skills or workshop a specific piece, our acting coaching sessions can help you meet your goals as a performer. During your sessions, you will work one-on-one with one of Cecil College’s acting professors to receive individualized instruction and coaching designed to meet your personal goals.

Notes: Ages 12-15. After registering, please contact the lesson coordinator Kelsy Bostic at kbostic@cecil.edu for additional class information. Corresponds to youth course GHM236. Instructor: Bostic

1 session, 1 hour, $40
Course #: YPT236

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**Design Internship**

Have you completed at least one summer internship through the Young People’s Theatre Program? Then come put your skills to the test with our school year Design Internship! Interns will take on an aspect of the design or management of the current YPTP show and work as a team to bring their designs to life. Notes: Ages 13-17. Flexible scheduling—some additional meetings will be required. Email Kelsy Bostic kbostic@cecil.edu for more information. Instructor: Bostic

26 sessions, 78 hours, $159
Course #: YPT238

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**Drama Days**

When schools are closed, send your young ones to a day of theatre experiences. Arts and crafts, costumes and make-up, reading and creative writing, and…of course, time on stage as children sing, act, and dance the day away! Notes: Extended care available — contact Kelsy Bostic at kbostic@cecil.edu for details. Ages 5-13. Instructor: Bostic

1 session, 6.5 hours, $30
Course #: YPT143

**Saturday Intensives**

Theater artisans come from a wide variety of backgrounds—putting up a strong show doesn’t just require actors; it also calls for painters, carpenters, clothing designers, decorators, musicians, sound engineers, electrical engineers, graphic artists, social media artists and more. Many professionals and volunteers in the fields of technical theater and design actually come to theater from outside backgrounds. So whether you’re a thespian looking to learn more about design and tech, or a designer or technician looking to learn more about theater, these workshops are a great way to strengthen your skills and explore new territory! Saturday Intensives consist of individual workshops scheduled on specific Saturdays throughout the semester. Notes: Ages: 13-17. Each workshop focuses on a specific skill or content area. Sign up for one, or sign up for all! For a list of this semester’s workshops, please visit www.cecilcollegeyptp.com. Corresponds to personal enrichment course GHM237. Instructor: Bostic

1 session, 3 hours, $30
Course #: YPT237

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**Start Your Own Edible Garden**

See Page 60

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**PLACES EVERYONE**

**Disney's Beauty and the Beast**

JR is a fantastic adaptation of the story of transformation and tolerance featuring some of the most popular songs ever written by Alan Menken and the late Howard Ashman, along with new songs by Mr. Menken and Tim Rice.

The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed to his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity. Notes: Ages 7-16. No class Oct. 31, Nov. 28 & 30. Performance dates are Saturday, December 14th at 1pm, Friday, December 20th at 6pm, and Saturday, December 21st at 1pm. Please sign up by start date – character roles are determined on the first night of class. Email Kelsy Bostic kbostic@cecil.edu for more information. Instructor: Bostic

26 sessions, 78 hours, $239
Course #: YPT233

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*01 – No class. Oct. 31 and Nov. 28 & 30.

Register Today Online
www.cecil.edu/youth
or Call 410-287-1078

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www.cecil.edu

For information call 410-287-1000 or to register call 410-287-1078
Chemistry & Engineering

Adventures in Chemistry
Explore atoms and bonding, acids and bases, polymer chemistry, reactions, density, and more. Run science experiments like real scientists in this hands-on science adventure. Note: Ages 6-12.

6 sessions, 12 hours, $75
Course #: YHS171

Pre-Engineering and Inventions
Learn engineering design principles and problem-solving techniques while creating unique, personal electronic gadgets and gizmos. Topics to be covered include physics concepts, chemistry concepts, and electricity concepts to design an electronic gadget. Note: Ages 11-15.

6 sessions, 12 hours, $75
Course #: YHS185

Manage Your Computer Files & Folders
Become a master of the File Explorer by learning how to easily organize and find your computer files and folders. Learn how to create new, delete, rename and simply move and organize your computer files and folders. Note: Ages 10-15. Instructor: Duckworth

1 session, 3 hours, $39
Course #: YHS259

Social Networking and More!
A basic course for internet etiquette. Your parents might use Facebook, Twitter and other social media sites like it. What is considered appropriate on these sites? Also, become familiar with Pinterest, Etsy, Skype and more! Note: Ages 13+. Instructor: Duckworth

1 session, 3 hours, $39
Course #: YHS266

Computers

Computers for Beginners
A first course for the novice computer user. This class will introduce students to basic computer terminology, computer system components, identifying parts of a window, and understanding the desktop. Note: Ages 10-15. Instructor: Duckworth

1 session, 1.5 hours, $29
Course #: YHS257

Windows 10
Build your confidence by becoming more familiar with the Windows 10 operation system. Topics will include changing the desktop background and screensaver, understanding the new Start menu and tiles, discovering the new control panel and useful settings, the Windows store and more! Note: Ages 10-15. Instructor: Duckworth

1 session, 3 hours, $39
Course #: YHS258

Computers for Beginners
A first course for the novice computer user. This class will introduce students to basic computer terminology, computer system components, identifying parts of a window, and understanding the desktop. Note: Ages 10-15. Instructor: Duckworth

1 session, 1.5 hours, $29
Course #: YHS257

Windows 10
Build your confidence by becoming more familiar with the Windows 10 operation system. Topics will include changing the desktop background and screensaver, understanding the new Start menu and tiles, discovering the new control panel and useful settings, the Windows store and more! Note: Ages 10-15. Instructor: Duckworth

1 session, 3 hours, $39
Course #: YHS258

OUTLINE

• SAT / ACT Preparation – Part 1
• SAT / ACT Preparation – Part 2
• Math Refresher
• Introduction to Algebra
See Page 60
**Microsoft Office**

**Microsoft Word I**  
This course is intended for the beginner Microsoft Word user who wants to learn basic skills, such as creating, editing, and formatting documents. This includes spellcheck, document spacing, margins, page numbering and saving a document. Note: Ages 13+. Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS262

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**Microsoft Word II**  
This course is intended for the intermediate Microsoft Word user who wants to learn a variety of techniques that will improve the appearance and accuracy of document content. This includes creating and editing simple tables, inserting graphics, headers, footers and more. Note: Ages 13+.  
Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS263

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**Microsoft Excel I**  
This course is intended for the beginner Microsoft Excel user who wants to learn basic skills, such as moving around a worksheet and navigating a workbook. This also includes creating, editing, and formatting spreadsheets and simple formulas. Note: Ages 13+. Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS264

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**Microsoft Excel II**  
This course explores intermediate-level features and tools in Excel that can help you create, process, analyze, and calculate data. Topics include graphics and Smart Art, relative cell references, popular formulas and Pivot tables. Note: Ages 13+. Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS265

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<th>Day</th>
<th>Dates</th>
<th>Times</th>
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</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>F</td>
<td>11/8</td>
<td>9:15a-12:15p</td>
<td>ES 227</td>
</tr>
</tbody>
</table>

**Microsoft PowerPoint I**  
This course is intended for the beginner Microsoft PowerPoint user who wants to learn basic skills of making a presentation. Topics include how to create a slide, add content (text, graphics, objects and pictures) to present a show. Note: Ages 13+.  
Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS351

<table>
<thead>
<tr>
<th>Sec#</th>
<th>Day</th>
<th>Dates</th>
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<tr>
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<td>F</td>
<td>11/15</td>
<td>9:15a-12:15p</td>
<td>ES 227</td>
</tr>
</tbody>
</table>

**Microsoft PowerPoint II**  
Learn how to edit a Microsoft PowerPoint presentation and animate it! Topics include creating different types of slides, using the Outline tab, adding graphs and transitioning slides. Note: Ages 13+. Instructor: Duckworth  

1 session, 3 hours, $39  
Course #: YHS352

<table>
<thead>
<tr>
<th>Sec#</th>
<th>Day</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
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<td>F</td>
<td>11/22</td>
<td>9:15a-12:15p</td>
<td>ES 227</td>
</tr>
</tbody>
</table>
CREATIVE ARTS

Fun and Funky Ceramics for All Ages
Get your hands dirty and explore the endless possibilities of clay. Learn hand-building techniques to unleash your imagination and create amazing works of art in this hands-on exciting ceramics class. Note: Ages 7-15. Instructor: Norris
6 sessions, 9 hours, $99
Course #: YHS438

Sec# Day Dates Times Location
01 T 10/15-11/19 1-2:30p ES 126

Fun and Funky Ceramics II
Learn advanced hand-building techniques to unleash your imagination and create amazing works of art in this hands-on exciting ceramics class. Explore the endless possibilities of clay. Note: Ages 7-15. Instructor: Norris
6 sessions, 9 hours, $99
Course #: YHS441

Sec# Day Dates Times Location
01 T 10/15-11/19 3-4:30p ES 126

MUSIC

Music Lessons
Discover your musical talent and learn to play the music you have always loved! Lessons on most instruments are available, including guitar, voice, piano, drums, woodwinds, strings, brass, and more. Our instructors have performed worldwide and have graduated from some of the finest schools, including Peabody Conservatory, New England Conservatory, Towson University, music schools in Italy, and others. Notes: Ages 8-15. Beginner to advanced welcomed. Students meet once a week for a ½ hour private lesson. After registering, please contact the lesson coordinator at adickenson@cecil.edu for additional class information. Textbook required. Corresponds to personal enrichment course GHM549, GHM550, and GHM551.
14 sessions, 7 hours, $409
Course #: YHS550
7 sessions, 3.5 hours, $215
Course #: YHS551
4 sessions, 2 hours, $125
Course #: YHS549

Sec# Day Dates Times Location
01* 7/8-12/14 TBD TBD

*01 – No class Sep. 2 and Nov. 27-30.

PHOTOGRAPHY

Discover Digital Photography
Mastering Your Digital SLR Camera
Photographing Nature with your Digital Camera
Secrets of Better Photography
Travel Photography for the Digital Photographer

ONLINE

• Introduction to Digital Scrapbooking
See Page 60

PROFESSIONAL DEVELOPMENT

Business Etiquette
Make a professional image for yourself! Learn the tools you need to dress and act appropriately in the workplace. Establish an understanding of emotional intelligence and its application in the workplace. Students will also learn to make a resume and cover letter. Note: Ages 13+. Instructor: Duckworth
1 session, 3 hours, $39
Course #: YHS355

Sec# Day Dates Times Location
01 M 10/28 9:15a-12:15p ES 227

Customer Service Excellence
Get yourself prepared for a successful career by learning great customer service techniques! Topics will include identifying the customer’s true objections, developing a plan of action, understanding body language, presenting a professional image and problem solving. Note: Ages 13+. Instructor: Duckworth
1 session, 3 hours, $39
Course #: YHS356

Sec# Day Dates Times Location
01 M 9/30 9:15a-12:15p ES 227

RECREATION

Beginning Chess
Here is a chess class for everyone, experienced or not. Each class is designed to teach students chess by doing fun activities, puzzles, and games leading up to playing against an opponent. Starting with the very basics of the game, each participant will learn the object and rules of the game, the chessboard, the names, moves and values of each chess piece, and their position on the board, and develop basic concepts to build winning strategies. Note: Ages 7-15. Instructor: Mehosky
4 sessions, 8 hours, $69
Course #: YHS235

Sec# Day Dates Times Location
01 W 9/18-10/9 1:30-3p ES 314

Cecil College
Parent & Child
GENERAL INFORMATION

1. MAIL
Fill out the registration form in this schedule of non-credit classes and mail it with your check, money order, or credit card number to: Cecil College, Elkton Station, Registration Office, 107 Railroad Avenue, Elkton, MD 21921

2. TELEPHONE
Registrations by telephone will be accepted with a valid credit card. Please call 410-287-1078 between 8 a.m. and 7 p.m. Monday through Thursday, and between 8 a.m. and 5 p.m. on Fridays. For general information or advising services prior to registration, call 410-287-1000.

3. FAX
Registrations may be faxed with valid credit card information to 410-392-9155, 24 hours a day.

4. IN PERSON
Visit one of our registration offices:

Elkton Station
8 a.m. – 7 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday

North East Campus
8 a.m. – 7 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday
9 a.m. – 12 noon Saturday

PLEASE NOTE:
All tuition and fees are paid at the time of registration.
Questions? Please contact us at 410-287-1078.

Every effort is made to honor the schedule herein; however, circumstances may require the alteration or cancellation of courses, seminars, or programs. Cecil College reserves the right to modify the schedule as is deemed necessary with regard to courses offered, instructor assignments, location, tuition, course and materials fees.

Refund/Drop Policy
To receive a full refund for dropping a course, you must contact the Registration Office at least 24 hours prior to the first class meeting. If you do not officially drop from a class or if you fail to attend, you are responsible for all tuition and fees associated with the registration.

Cancellation Policy
Cecil College reserves the right to cancel classes when there is insufficient enrollment. When classes are canceled, every effort will be made to contact you and 100% of your tuition and fees will be refunded by mail. The refund will take at least two (2) weeks to be processed. Decisions regarding class cancellations will be based on the number of registrations, so please register early!

Social Security Number and Birth Date
Your social security number and birth date are requested on our registration form for use as a student identification number to help us avoid duplicating records and mailings. It is for internal use only and remains confidential. Your birth date is required by the Maryland Higher Education Commission.

Please Note: The college converts your social security number to a college ID number after your initial registration to help protect the confidentiality of your social security number.

Senior Citizen Tuition Waiver
Residents of Maryland 60 years and older are exempt from tuition payment for some classes. At the time of registration seniors will be responsible for payment of course fees.

Registration Confirmation
We do not process registration confirmations. Please attend class on the date and time indicated in this course schedule unless you are otherwise notified.

Who Should Attend?
Unless otherwise designated, all continuing education courses are designed for persons 16 years of age or older. Registrants not meeting this requirement will not be accepted unless the course description clearly states that it is intended for a younger audience.

Disability and Support Services
It is the policy of Cecil College to provide accessible programs, services, activities, and reasonable accommodations for any student with a documented disability as defined by section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Contact the Disability and Support Services Specialist at disabilityservices@cecil.edu or 443-674-1993.

Textbooks
Textbooks for courses are available at the Cecil College Bookstore located across the street from the North East Campus in College Crossing at 3135 Joseph Biggs Memorial Highway. You may purchase texts at the Cecil College Bookstore or another bookstore of your choice. If the course description notes “Textbook required,” check with the Bookstore (410-287-4740) for the name of the text. Textbooks will not be available from the instructor on the first night of class nor can they be purchased at Elkton Station. It will be your responsibility to purchase your text prior to the course to be ready for a successful learning experience.
Forms of Payment
Payments for registration may be made by cash, check, or money order (payable to Cecil College), VISA, MasterCard, or Discover (account number and expiration date). Post-dated checks are not accepted. If your check is returned from the bank, the College will not re-deposit your check and a $36 fee will be added to your account. A $36 fee will be added to your account if your credit card is denied or invalid. Payments for returned checks and fees must be submitted only in the form of cash, money order, or cashier’s check. Stop payment on a check does not officially withdraw you from a class.

Please Note: Purchase orders may be used by a company or agency to begin the registration of an employee in a class. To use this method of payment please first contact Registration at 410-287-1078. If your reimbursement documentation states that payment will be made upon completion of the class with a predetermined grade, you will be responsible for payment at the time of registration as we do not consider the arrangement between you and your employer a guarantee of payment. In the event the employer tuition assistance refuses to pay after receipt of the bill, you are responsible for all charges on your account.

Non-Credit Transcript Information
Non-credit courses do not offer letter grades. Certificates of successful completion may be earned in courses that require successful demonstration of competencies and/or a skills assessment. Other courses offer letters that verify hours of attendance.

Non-credit transcripts are offered to students enrolled in many health care career and work-related training courses. Transcripts provide a history of non-credit courses completed and indicate the title of the course and grade designation received. Course descriptions designate the courses for which a transcript is available.

Transcripts must be requested in writing by the student and will only be released to a third party with written consent of the student. There is no charge for transcripts. Transcripts are issued by the Registration Offices located at the Elkton Station and North East campus.

Grade Designations: SO – successful completion of all course requirements and outcomes as evidenced by assessment of skills and knowledge; SA – successful attendance, student has completed the entire course and attended as required; UO – unsuccessful outcomes, student has failed based on grades and competency assessment; UA – unsuccessful attendance, student was given an extension to complete skills; IN – incomplete, student was not able to complete skills; PA – proficiency assessment, student has progressed enough to demonstrate competency.

Cecil College Bookstore Textbook Return Policy
1. No refunds will be given without a receipt.
2. Books must be absolutely free of all markings, either pencil or ink and in original packaging. Do not mark in or open your text until you are sure that it is the correct text for your course and you know that the class will be running.
3. Defective books will be replaced at no charge.
4. Textbooks for non-credit courses may be returned up to one week from the start date of the individual course.

Inclement Weather or Incident Related Closings
If inclement weather warrants a change in scheduled classes and/or activities, an early announcement will be made through the following venues:
- Electronic Media
  - Cecil College Seahawk Alert System
  - Facebook
  - www.cecil.edu – an expanded message may be posted here as required by the circumstance.
- College Voice Mail
  - 410-287-1000
  - 410-287-6060
  - 410-287-1000
  - 410-287-1100
- Public Media (TV & Radio)
  - WBAL – Baltimore
  - WMAR TV2 – Baltimore
  - WJZ TV13 – Baltimore
  - WBFF FOX 45

Classes scheduled to be held at Cecil County Public Schools will follow their closure policy.

Tobacco Free
Cecil College is dedicated to promoting a healthy and productive environment for students, faculty, staff, visitors, contractors, and guests through its Tobacco-Free Campus Policy. Smoking and all uses of tobacco products are prohibited on Cecil College owned and leased properties and facilities, including but not limited to parking lots, courtyards, entrance and exit ways, vehicles, sidewalks, common areas, grounds, and athletic facilities. Thank you for your cooperation in helping us keep Cecil College smoke (and tobacco) free.

Handicap Parking
Handicap parking is available at both the Elkton Station and the North East campus. Handicap parking is clearly marked. Temporary permits may be obtained through the Public Safety Office, located on the North East campus in the Technology Center, Room 203. Please call 410-287-6060, ext. 1605 for more information.

Drug Free Workplace
It is the policy of Cecil College, in accordance with State and Federal Guidelines, to promote a drug free workplace and campus. In addition, Cecil College recognizes and supports the need to continue a firm stand on the issue of drug use and alcohol abuse prevention and education.

Equal Opportunity and Affirmative Action Statement
Cecil College practices equal opportunity in education and employment and is strongly and actively committed to diversity within the College community.

Non-Discrimination Statement
It is the policy of Cecil College not to discriminate against any individual by reason of race, color, sex, marital status, citizenship, national or ethnic origin, age, religion, sexual orientation or disability. Please refer to the College catalog for the complete and detailed Non-Discrimination Statement.
Fragrance-Free Statement
Cecil College strives to maintain an environment comfortable for all. As a courtesy to College employees and fellow students who express sensitivity to fragrances, the College requests students and staff to please refrain from wearing scented products on campus. The College deeply appreciates student and staff cooperation and support.

Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process.


Seahawk Alert (formerly e2Campus)
Receive emergency notifications and announcement of closures and delays related to Cecil College direct to you cell phone and/or email. You will only receive emergency notifications or messages that relay vital information in a timely manner. Notifications are coordinated by Cecil College administration.

To sign up today, please go to https://cecil.omnilert.net to enroll for alerts.
• Click on Sign Up in the upper right to create a new account
• Fill out form and enter telephone number for text message alerts and click Add New
• This will send a 4-digit validation code to your mobile device, you MUST then enter that code and click Validate
• You can add an additional cell number or email at that time

If you are currently enrolled in e2Campus you do not need to enroll in Seahawk Alerts. Your account is now active with Seahawk Alerts. If you have questions, please contact Cecil College Public Safety at safety@cecil.edu or 410-287-1601.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review their educational records within 45 days of the day the College received a request for access.

2. The right to request an amendment of any of their educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing. Hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Cecil College designates the following categories of student information as public or “Directory of Information.” Such information may be disclosed by the institution for any purpose, at its discretion: name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean’s list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth, and photographs.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received in the Registrar’s Office within two weeks after the first day of class for the semester/session. Forms requesting the withholding of “Directory Information,” with the exceptions and photographs are available in the Registrar’s Office.

Cecil College assumes that failure on the part of any student to request the withholding of categories of “Directory of Information” indicates individual approval for disclosure.
# Non-Credit Registration Form

## Register Today!

<table>
<thead>
<tr>
<th>College ID/# or Student’s Social Security Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>If student is a child under 18 years: Parent Name</td>
<td>Parent Home Phone</td>
<td>Parent Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Cell Phone</td>
<td>Email</td>
</tr>
<tr>
<td>GENDER</td>
<td>DATE OF BIRTH</td>
<td>ETHNICITY (Check One)</td>
<td>RESIDENCY DECLARATION: (Check One)</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td>Hispanic/Latino</td>
<td>Cecil County (01)</td>
</tr>
<tr>
<td>Female</td>
<td>month/day/year</td>
<td>Not Hispanic/Latino</td>
<td>Kent County (02)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Harford County (03)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maryland County (04)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Out-of-State (05)</td>
</tr>
<tr>
<td>Permanent Resident Alien</td>
<td></td>
<td></td>
<td>Have you been a resident of Cecil County longer than three (3) months?</td>
</tr>
<tr>
<td>(Submit Proof of Alien Registration Card)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Type of VISA</td>
<td></td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Have you been a resident of Maryland longer than three (3) months?</td>
</tr>
<tr>
<td>Foreign Country of Citizenship</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Course Information

<table>
<thead>
<tr>
<th>Reg. Code (Office Use Only)</th>
<th>Course Prefix</th>
<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Times</th>
<th>Tuition</th>
<th>Course Fee</th>
<th>Non-Resident Fee</th>
<th>Other Fees</th>
<th>Total</th>
</tr>
</thead>
</table>

I certify the information on the registration form is accurate and complete, and I acknowledge my responsibility for payment of the charges generated by this registration. I agree to abide by the policies and regulations of Cecil College including those related to drug and alcohol abuse. Cecil College, an equal opportunity, affirmative action employer and educational institution, is committed to diversity. **You will not receive confirmation of your registration. Attend class on the scheduled start date unless otherwise notified.** Contact the Coordinator of Disability and Support Services at 443-674-1993 for assistance related to a disability.

Student or Parent/Guardian Signature (if student is under 18 years): ___________________________ Date: ____________

### Form of Payment: Payment is due at time of registration.

- [ ] Check
- [ ] Money Order
- [ ] Cash
- [ ] Payment Plan
- [ ] Financial Aid (List Source): ________________

Credit Card: [ ] VISA [ ] MasterCard [ ] Discover

Card No: ___________ Exp. Date: ___________ Signature: ________________

For course tuition under $200.00: Out-of-County - $10.00/Out-of-State - $20.00. For course tuition $200.00 and over: Out-of-County - $25.00/Out-of-State - $50.00

Term: ______AA ______ BB Year: _________ Registered by: ________________

Revised: April 2019
DRIVER EDUCATION @ CECIL COLLEGE

The Driving School YOU CAN TRUST

- MVA Approved Curriculum
- Flexible Training Schedules

Classes Enrolling Now!

See Page 29
To register, call 410-287-1078.

For more information, email drive@cecil.edu or call 410-287-1096.

SKILLED TRADES @ CECIL COLLEGE

More than a job, a career.
- Automotive Repair
- Forklift Operations
- Heavy Equipment Operator
- HVAC/R
- Welding

See Page 14

Watch our video at cecil.edu/skilledtrades

CONTACT US TODAY!
For more information, email skills4u@cecil.edu
Workforce Training • 3 | GED Preparation • 31 | Personal Enrichment • 34 | Youth Programs • 61

#enrichyourlife