



BASIC SKILLS ENHANCEMENT

Academic Skills Enhancement

Improve your basic skills in English, math and reading to be better prepared for your new career. The following Continuing Education & Training courses are generally offered in September and February.

For more information, contact Continuing Education & Training, 410-386-8100.

PDE582	English
ADS092	Math
PDE583	Reading

Skills For The Workplace

Enhance your personal skill development while you train for your career. Carroll Community College offers a variety of Skills for the Workplace courses such as Customer Service, Dealing with Difficult People, Stress Management and Business Writing. In addition, computer training is offered for users at all levels of expertise.

For more information, contact Kathy Menasche, 410-386-8108



English for Speakers of Other Languages (ESOL)

Carroll Community College offers many classes for students who want to improve their English skills. Classes are offered in the Westminster and North Carroll areas and run on day and evening schedules.

Class size is limited to meet the needs of the students. Classes are open to adults over 16 years of age; however special English classes for families are offered in partnership with Family Literacy Programs of Carroll County Public Schools.

A required placement test is given during registration. Students are assigned to classes during registration and testing. Classes are free.

For more information and to register you and/or your family for these English classes, contact Becki Maurio, 410-386-2551.

Adult Diploma Programs

Adult Education Classes

Enhance the basic skills you need at work, at home and in your everyday life. Classes are small and focus on the basic reading, writing and math skills you'll need to prepare for and pass the GED exam as well as move into the career of your choice.

The External Diploma Program

This method for earning a high school diploma designed for mature adults who have learned life skills at work, at home and in the community. Weekly one-on-one appointments are scheduled with assessors at your convenience. Most participants receive their high school diploma in less than 12 months.

Orientation sessions for these programs provide additional information and an opportunity to assess your skills. For more information about registration dates and locations, call 410-386-2550.

Adult Education classes can be customized for your business as well. Contact the Carroll Community College Business Training Group at 410-386-2551.