



## Your Career is Here!

**Looking for your first career?  
Starting a new career?**

Career.Here is your one-stop resource for more than 40 entry-level jobs in key economic sectors in Maryland.

- Real Estate Appraiser
- Welder
- Veterinary Assistant
- Travel Agent
- Child Care Professional
- A+ Certified Computer Technician
- Certified Nursing Assistant (CNA)
- And more . . .

Research your options, plan your career then get the quality training you need with Career.Here!

For information call Continuing Education and Training at 410-386-8100 or go to [www.carrollcc.edu/courses/noncredit](http://www.carrollcc.edu/courses/noncredit) and click on Your Career is Here!

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## Office Skills

### Office Technology Self-Guided Courses

If you are self-motivated, then this learning format is right for you! Self-guided courses are flexible and structured as independent study. Most of the classes are available online. You may progress through your class at your own pace, either working in a lab environment with assistance from instructors or from home using your computer. Summer term courses begin May 29 and ends August 4. You may start your class at any time during the term except for the last 2 weeks of the term. The General Lab Hours for Summer are Monday, Wednesday and Friday from 9:30 AM – 1:30 PM, and Tuesday and Thursday from 5:30 - 9:00 PM. Orientation for Summer Office Technology Classes will be held on Tuesday, May 29 at 6:00 PM, and Wednesday, May 30 at 9:30 AM, in Room A226. Students should attend one of these sessions to obtain course materials. Students who are unable to attend one of the sessions should call the Office Technology lab at 410-386-8179 no later than the first week of the semester. The following courses are offered:

#### Keyboarding I: for Computer Usage

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-282-A1B

#### Business Document Formatting Keyboard II

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-279-A1

#### Advanced Keyboarding

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-262-A1

#### Introduction to Word

Cost: \$215 (MD Senior Adults: \$96); plus text  
Course #: SEC-256-A1

#### Advanced Word

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-257-A1

#### Introduction to Excel

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-258-A1

#### Advanced Excel

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-259-A1

#### Introduction to PowerPoint

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-255-A1

### Introduction to Access

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-260-A1

### Advanced Access

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-261-A1

### Machine Transcription

See Allied Health section for course details.

### Medical Transcription

See Allied Health section for course details.

### Legal Transcription

Cost: \$323 (MD Senior Adults: \$132); plus text  
Course #: SEC-281-A1

For more information call 410-386-8100.

## OCCUPATIONAL PREPARATION & DEVELOPMENT

### Design

#### Graphic Design Training

Turn your interest in art into an enjoyable and creative career. Provides a basic overview of the fundamentals of graphic design as well as useful marketing strategies and information about art in the electronic age.

Cost: \$1,495 (MD Senior Adults: \$1,495)

Course #: XXG-003-A1

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

### Financial

#### Payroll Practice and Management

Provides a basic overview of all facets of payroll from the basics to the intricate complexity of fringe benefits and taxation. This course is a good overview for the Certified Payroll Professional test given by the American Payroll Association.

Cost: \$1,595 (MD Senior Adults: \$1,595)

Course #: XXG-002-A1

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

## Forest Conservation

### Forest Conservation Qualified Professional Training

Take this highly interactive class to learn what you need to know to make your Forest Stand Delineations comply with the Maryland Forest Conservation Act. Learn the science in the classroom, and then get out in the field to collect data and practice in teams to develop a Forest Conservation Plan to meet the requirements of the Act. This course, when completed, will allow you to apply for "Qualified Professional" status with the Maryland Department of Natural Resources.

Cost: \$498 (MD Senior Adults: \$123)

Course #: **TEC-350-A4**

Wed. - Sat., Apr. 30 - May 17, Wed., 6:00 - 9:45 PM; Thu. & Fri., 8:30 AM - 4:30 PM; and Sat., 8:00 AM - 12:00 PM (8 sessions; no class 5/7, 8, 9, & 10)

Business Training Center, Rm. T315

## Home Improvement

### Preparation for the Maryland Home Improvement Exam

Starting a home improvement business and find that the self-study contractor's manual is hard to understand? Prepare for the exam with an intensive review of the topics covered in the manual such as the MD Home Improvement Law, Door-to-Door Sales Act, and a review of the various business and employee laws included in the exam. Business planning, start-up and operating considerations including sales and estimating are included. *Instructor: Larry Schaffert*

Cost: \$149 (MD Senior Adults: \$65)

Course #: **VOC-944-A4**

Sat., May 10 & 17, 9:00 AM - 4:00 PM (2 sessions)

Washington Road Campus, Rm. M157

## Home Inspection Training

### Home Inspection Training

Prepare for a career as a home inspector. This course will address basic residential construction standards and processes, the home inspection process, and inspection techniques and defect recognition. Topics covered include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Includes tips on starting your own home inspection business. Textbook included in cost of course.

Cost: \$550 (MD Senior Adults: \$100); includes text

Course #: **VOC-283-A4**

Sat., May 3 - Jul. 19, 8:00 AM - 3:00 PM (10 sessions; no class 5/24 & 7/5)

Washington Road Campus, Rm. A125

## Law/Legal

### Forensic Computer Examiner

This comprehensive course provides training in how to retrieve evidence and prepare reports to be used in a court of law. Topics include ethics of computer forensics and analysis of investigation results. This course prepares students to take the Certified Computer Examiner (CCE) certification.

Cost: \$3,095 (MD Senior Adults: \$3,095)

Course #: **XXG-006-A1**

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

### Legal Transcription

See Skills for the Workplace/Office Skills section for course details.

## Online Courses...

### PARALEGAL TRAINING

For more information go to [www.ed2go.com/carrollcc](http://www.ed2go.com/carrollcc)

## Marketing

### Pay Per Click Marketing

Pay Per Click Marketing (PPC) is a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The Pay Per Click Marketing training series has been developed in direct response to the skyrocketing growth of the paid search engine industry. Designed for people who want to jump-start their career path in the fast-paced search engine industry, this program will help you set-up, maintain, monitor, and improve your Pay Per Click campaign.

Cost: \$1,395 (MD Senior Adults: \$1,395)

Course #: **XXG-044-A1**

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

### Search Engine Marketing

The search engine industry is skyrocketing. Search Engine Marketers improve their company's search engine page rankings. Find out how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. This program combines the Search Engine Optimizing and the Pay Per Click Marketing programs into one extended program.

Cost: \$1,795 (MD Senior Adults: \$1,795)

Course #: **XXG-046-A1**

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

# Start Truckin'!

## Train for a career as a Commercial Truck Driver

The nationwide shortage of commercial truck drivers will result in a need for 400,000 new drivers over the next 10 years, according to the American Trucking Industry.

### GET ON BOARD NOW!

Carroll Community College, in partnership with the Community College of Baltimore County, offers:

- 4-week CDL-A and 2-week CDL-B classes combining classroom sessions and on-the-road practice on a driving range.
- Experienced instructors providing personal attention
- State of the industry equipment.
- Job search tips are included!

Classes start monthly and are held Monday – Friday.

Classroom sessions are held 8:00 AM – 4:00 PM

Range sessions are held 7:00 AM – 3:00 PM

For information call Continuing Education & Training at

**410-386-8100**

## Training for the Construction Trades

### 4-Year Apprenticeship Program

#### ELECTRICAL APPRENTICE PROGRAM OF CARROLL COUNTY

Training presented in partnership with the Electrical Apprenticeship Program of Carroll County and Carroll Community College. The Electrical Apprenticeship Program of Carroll County has been conducting this training for 20+ years in Carroll County. Approved by the Maryland State Department of Licensing & Regulations. For more information or to enroll, contact Linda Daigle Jones at 410-876-2914.

For information on classes in construction trades not listed here, contact:  
Continuing Education & Training

410-386-8100

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## Non-Profit

### Professional Volunteer Management Training

Earn your Certificate of Achievement in Volunteer Management Training in the comfort of your own home via the internet. Gain the skills you need to successfully develop and manage a volunteer program of any size. This is competency-based course includes reading and written assignments as well as development of a professional portfolio. Individuals who successfully complete this training will be awarded a Certificate of Achievement in Professional Volunteer Management Training. For more information, call Continuing Education & Training, 410-386-8100.

## Technical Occupations

### Electrical

#### Journeyman Electrician Exam Prep Overview

Designed to be a review of critical information needed to prepare for the Journeyman Electrician Exam. Electrical helpers, apprentice electricians, linemen, stationary engineers, industrial maintenance mechanics aspiring to become licensed electricians will benefit from this class. Participants should bring their 2005 National Electric Code book with them to class. Practice tests included. *Instructor: George Maloney, MD Licensed Master Electrician, First Grade Engineer, HVACR Journeyman, and ACCA CFC Universal Certification.*

*Cost: \$75 (MD Senior Adults: \$35)*

**Course #: VOC-261-A4**

*Sat., Jun. 14, 8:00 AM - 5:00 PM*

*Business Training Center, Rm. T317*

#### Overview of Electric Motor Controls

Designed for electricians who would like an overview of electric motor controls. Topics include electrical symbols, line diagrams, magnetism and magnetic solenoids, AC and DC contactors, time delay relays, power distribution systems, and direct current motors and controls.

*Instructor: George Maloney*

*Cost: \$68 (MD Senior Adults: \$30)*

**Course #: VOC-039-A4**

*Sat., May 3, 8:00 AM - 5:00 PM*

*Washington Road Campus, Rm. A119*

## HVAC

### Manual J Load Calculation Heating / Cooling

The Manual J procedures will help contractors properly select and design the heating and cooling system that will provide comfort conditions in all occupied spaces of a structure regardless of the season. Find out how to control the temperature, humidity, and air movement within a structure. Manual J procedures produce the equipment sizing loads for single family-detached homes, small multi-unit structures, condominiums, town houses and manufactured homes and enable you to determine the CFM (cubic feet per minute) for each room. Text required. Manual J Residential Load Calculation, 8th edition.

*Cost: \$125 (MD Senior Adults: \$33); plus text*

**Course #: VOC-265-A4**

*Tue., May 6 - Jun. 3, 6:00 - 9:15 PM (5 sessions)*

*Business Training Center, Rm. T319*

### HVACR Exam Prep Overview

Prepare for your HVACR journeyman license exam with this one day overview. Topics include refrigeration, air conditioning, heating, and air distribution systems. Testing tips also included. *Instructor: George Maloney, MD Licensed Master Electrician, First Grade Engineer, HVACR Journeyman, and ACCA CFC Universal Certification.*

*Cost: \$75 (MD Senior Adults: \$35)*

**Course #: VOC-299-A4**

*Sat., Jun. 28, 8:00 AM - 5:00 PM*

*Washington Road Campus, Rm. N104*

## OSHA

The following course is offered in partnership with the Chesapeake Region Safety Council. For more information and to register call the Chesapeake Region Safety Council at 410-298-4770.

### Safety Inspections & Incident Investigations

5/13, 8:30 AM - 4:00 PM

## Transportation

### CDL Exam Preparation

Get your career on the road! Prepare for the written exam for the Maryland commercial driver's license (CDL). Includes general knowledge and the following specialty areas: federal motor carriers safety regulations, vehicle inspection procedures, air brakes, and defensive driving techniques.

*Cost: \$48 (MD Senior Adults: \$25)*

**Course #: VOC-183-A4**

*Sat., May 10, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. A119*

## Veterinary Assistant Training

Carroll Community College is pleased to announce the 11th year of the Institute of Veterinary Assistant Training. The institute was established to provide formal training for veterinary assistants. As a student in veterinary assistant training, you will take a series of four courses from September through March. Each course includes a clinical practicum component. During your clinical practicum time you will have hands-on experiences in local veterinary hospitals. This course series will provide you with the basic knowledge and skills for an entry-level position in a veterinary hospital. The courses must be taken in order. Upon successful completion of all the courses, you will receive a Certificate of Achievement. The training is supported and approved by the Maryland Veterinary Medical Association and the Maryland Veterinary Technicians Association as a support position to a Registered Veterinary Technician.

The first course will include classroom competencies that must be successfully demonstrated and passed prior to clinical placement.

The Veterinary Assistant Training uses live animals for teaching purposes. Carroll Community College takes all necessary safety precautions when students interact with animals; however, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or injured by an animal while participating in this training. Carroll Community College does not provide medical insurance for any injury suffered. For more information call Helen Choma at 410-386-8100.

*Prerequisites:* Students must either validate previous successful college courses (C or above in reading and math) or complete the Reading and Math Assessment tests after registering for the Veterinary Assistant courses.

*To validate previous successful college in reading and math:* Attach a copy of your transcript to your registration form.

*To take the Reading and Math assessment tests:* Make an appointment by calling the Carroll Community College Testing Center at 410-386-8450. When scheduling your appointment, identify yourself as a Continuing Education student and indicate the course you are taking. If you have taken the Reading and Math Assessment Tests prior to taking previous credit or non-credit courses, please indicate this on your registration form. You only need to test one time if you have successfully tested out at a 7th grade reading & math levels or above.

Students are required to be exempt from or successfully complete ADS092 and PDE583 (7 grade reading and math levels) prior to beginning the non-credit Veterinary Assistant Training courses. **Students must be a minimum of 18 years of age.**

### Veterinary Assistant Training I: Outpatient Care

Initial course consists of 21 classroom hours and 12 clinical hours. Topics covered include: an overview of the veterinary profession, office procedures, client relations, biology, and exam room procedures. *Instructors: Kim Haga and Marian Beattie*

*Cost: \$300 (MD Senior Adults: \$105)*

**Course #: VOC-915-A2**

*Mon., Sep. 8 - Oct. 20, 6:00 - 9:15 PM (7 sessions)*

*Washington Road Campus, Rm. M157*

### Veterinary Assistant Training II: Diagnostics & Pharmacy

This course consists of 15 classroom hours and 12 clinical hours. Topics covered are laboratory, pharmacy, radiology, and ultrasound imaging. *Prerequisites:* Vet. Assist. I *Instructors: Kim Haga and Marian Beattie*

*Cost: \$200 (MD Senior Adults: \$55)*

**Course #: VOC-916-B2**

*Mon., Oct. 27 - Nov. 24, 6:00 - 9:15 PM (5 sessions)*

*Washington Road Campus, Rm. M157*

### Veterinary Assistant Training III: Patient Care & Treatment

This course consists of 18 classroom hours and 12 practicum hours. Topics covered are inpatient care and clinical procedures. *Prerequisites:* Vet. Assist. I & II. *Instructors: Kim Haga and Marian Beattie*

*Cost: \$225 (MD Senior Adults: \$55)*

**Course #: VOC-917-A2**

*Mon., Dec. 1 - Jan. 26, 6:00 - 9:15 PM (6 sessions;*

*no class 12/22, 12/29 & 1/19/09)*

*Washington Road Campus, Rm. M157*

### Veterinary Assistant Training IV

This course consists of 21 classroom hours and 8 clinical hours. Topics covered are anesthesia, surgery, emergency medicine and critical care. The course concludes with a wrap-up seminar day. *Prerequisites:* Vet. Assist. I, II, III. *Instructors: Kim Haga and Carole Contel*

*Cost: \$200 (MD Senior Adults: \$55)*

**Course #: VOC-985-A3**

*Mon., Feb. 2 - Mar. 2, 6:00 - 9:15 PM; and*

*Sat., Mar. 7, 9:00 AM - 4:00 PM (6 sessions)*

*Washington Road Campus, Rm. M157*

## REAL ESTATE

### Real Estate Continuing Education

*Attendance Regulations for Real Estate Continuing Education: All licensees must attend all hours of each course session to comply with the Maryland Real Estate Commissions continuing education time requirements. Individuals who arrive late or leave early will not receive credit for the course. There will be no exceptions.*

#### Real Estate Ethics: Predatory Lending/ Flipping

This required course has been approved for 3 clock hours of (D) Real Estate Ethics & Professional Standards. *Instructor: Stan Dill*

*Cost: \$30 (MD Senior Adults: \$25)*

**Course #: REA-313-D4**

*Tue., May 20, 9:00 AM - 12:15 PM*

*Business Training Center, Rm. T317*

**Course #: REA-313-A2**

*Tue., Sep. 9, 9:00 AM - 12:15 PM*

*Business Training Center, Rm. T317*

#### Legal Update & Fair Housing

This six-clock hour course has been approved to meet 4.5 hours of law (category - a) and 1.5 hours of fair housing law (category - c) for Real Estate agents and brokers license renewal.

*Instructor: Stan Dill*

*Cost: \$50 (MD Senior Adults: \$30)*

**Course #: REA-251-B4**

*Tue., Jun. 10, 9:00 AM - 4:00 PM*

*Business Training Center, Rm. T317*

**Course #: REA-251-A1**

*Thu., Aug. 21, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. M157*

#### Agency Concerns

This six-clock hour course has been approved to meet six hours of (category - f) Professional enhancement. *Instructor: Stan Dill*

*Cost: \$50 (MD Senior Adults: \$30)*

**Course #: REA-260-A1**

*Tue., Jul. 15, 9:00 AM - 4:00 PM*

*Business Training Center, Rm. T317*