

Small Business Training Network

Miller Entrepreneurial Institute

Carroll Community College's Miller Entrepreneurial Institute (MEI) provides training and resources to small business owners and those starting a business. MEI provides classes, private consultations, referral for counseling, networking opportunities and support services to local businesses and entrepreneurs.

Through generous grant funding from the Department of Economic Development of Carroll County, the Small Business Training Network courses below are FREE to the public.

Take one class or all of them, in any order convenient to you. For more information, assistance in choosing the right combination of classes to suit your needs, a referral to counseling and to register, call 410-386-8100.

Launching Your New Business

Launch your new business with confidence – and on the right foot! Topics include: options for business entities; resources available to start-ups; costs of services needed; licensing and tax considerations; loans and financial resources; marketing on a budget; getting your business off the ground and finding customers. *Instructor: Doug Howard*

Course #: SBA-557-A2

Thu., Sep. 10, 5:30 - 8:45 PM

Carroll County Public Library, Mt. Airy branch

Course #: SBA-557-B2

Thu., Oct. 15, 6:00 - 9:15 PM

BDG Small Business Center

Course #: SBA-557-C2

Tue., Nov. 10, 5:30 - 8:45 PM

Carroll County Public Library, North Carroll branch

Course #: SBA-557-D2

Thu., Dec. 3, 5:30 - 8:45 PM

Carroll County Public Library, Finksburg branch

Smart Advice When Times Are Tough

This class is for existing business owners. These are tough economic times with a credit crunch, bank failures, government bailouts and low consumer confidence creating havoc for small business owners or entrepreneurs. Learn how a small business can face these tough economic times and how best to address them. Find out what a small business owner needs to fix now and what to plan for in

the immediate future. *Instructor: Doug Howard*

Course #: XXZ-686-B1

Thu., Aug. 27, 6:00 - 8:30 PM

Business Training Center, Rm. T317

Course #: XXZ-686-A2

Wed., Oct. 28, 6:00 - 8:30 PM

Carroll County Public Library, Mt. Airy branch

Small Business Accounting

You know your product or service, but have you had any training in accounting or business? Learn the basics of business accounting, how to read and understand financial statements and other basic small business principles. *Instructor: Doug Howard*

Course #: SBA-558-A2

Thu., Sep. 17, 6:00 - 9:15 PM

Business Training Center, Rm. T325

Course #: SBA-558-B2

Thu., Oct. 29, 6:00 - 9:15 PM

BDG Small Business Center

Creating Your Strategic Business Plan

Are you starting a new business and need a business plan for your lender, a 'road map' for your new venture? This course will cover the requisites of a business plan that can be used for financing and general business purposes, including financial projections for your new small business. *Instructor: Leonard R. Lee*

Course #: SBA-410-C2

Tue., Sep. 15, 5:30 - 8:45 PM

Washington Road Campus, Rm. L287

Course #: SBA-410-A2

Wed., Oct. 7, 6:00 - 9:15 PM

Washington Road Campus

Course #: SBA-410-B2

Wed., Nov. 18, 6:00 - 9:15 PM

Washington Road Campus, Rm. M157

Finding Funds for Your Business

If you are an existing or start-up small business planning on borrowing money for expansion, purchase or any other use of funds, this course is for you! Learn what sources of funding are available in your area and for your type of small business, and what is involved in accessing those funds for your operation. *Instructor: Leonard R. Lee*

Course #: SBA-530-B2

Wed., Sep. 23, 6:00 - 9:15 PM

Washington Road Campus, Rm. N203

Course #: SBA-530-A2

Wed., Oct. 21, 6:00 - 9:15 PM

Washington Road Campus

Course #: SBA-530-C2

Tue., Dec. 8, 5:30 - 8:45 PM

Carroll County Public Library, Finksburg branch

Legal Decisions for Small Business

Review basic legal decisions that a small business owner might make from starting up a business to retirement. Learn about buy-sell agreements, types of corporate structure, how and why to incorporate and much more. *Instructor: D. Kathleen Rus, Esquire*

Course #: XXZ-707-A2

Tue., Oct. 20, 6:00 - 8:30 PM

BDG-Small Business Center

Course #: XXZ-707-B2

Mon., Nov. 16, 6:00 - 8:30 PM

Carroll County Public Library, Finksburg branch

Creating and Updating Your Marketing Plan

This course focuses on how to create a basic marketing plan for your small business. Learn how to understand your market potential and your target market. Create your own marketing plan that uses the best marketing tactics for your type of business. *Instructor: Melissa Wilcox*

Course #: SBA-408-A2

Tue., Sep. 29, 6:00 - 9:15 PM

Washington Road Campus, Rm. M157

Developing a Brand/Logo for Your Business

Do you have a brand or logo for your small business? Do you have one that isn't working for you? This course covers how to determine your business's identity and brand/logo, how to develop a promotional budget and how, when and where to promote your small business. *Instructor: Melissa Wilcox*

Course #: SBA-407-A2

Wed., Nov. 4, 6:00 - 9:15 PM

Business Training Center, Rm. T317

Hiring and Firing

Learn how to hire and promote the right people and slash turnover costs. This course covers improving customer service, productivity and sales while also improving your employees' attitudes and focusing on cooperation in the workplace. *Instructor: Anthony George*

Course #: SBA-406-B2

Tue., Oct. 6, 6:00 - 9:15 PM

BDG Small Business Center

Course #: SBA-406-A2

Mon., Nov. 9, 5:30 - 8:45 PM

Carroll County Public Library, Finksburg branch

The Small Business Training Network provides FREE courses and free, confidential counseling to small business owners and those just starting a business. The network is a partnership of the Miller Entrepreneurial Institute at Carroll Community College, the Department of Economic Development of Carroll County, the Maryland Small Business Development Center and Start Up Carroll.

Carroll County Department of Economic Development

Whether your business is new or expanding or you need assistance, the Carroll County Department of Economic Development will help. Our offices and those of the Carroll County SBDC are located at 225 N. Center Street, Suite 101, Westminster, Maryland 21157. For more information, go to www.carrollbiz.org or call 410-386-2070.

Small Business Development Center

The Small Business Development Center (SBDC), funded in part through a Cooperative Agreement with the U.S. Small Business Administration, is dedicated to helping you establish and expand your business. Our confidential business consulting services and training programs will help you to develop and refine business plans, solve problems, find sources of capital and develop strategies to support growth and profitability. Visit our website at www.carrollbiz.org/sbdc, and complete our online SmartStart Assessment, obtain additional free, online guidance, suggestions and resources, including the 24/7 Virtual Business Classroom. For more information about the SBDC, call Beth Woodring at 410-386-2317.

For a referral for free, confidential counseling services from SBDC, call the Miller Entrepreneurial Institute at Carroll Community College at (410) 386-8012.

Call Carroll Community College Continuing Education and Training at 410-386-8100 to register for the free classes below. These courses are offered at Carroll Community College with SBDC instructors:

Nuts and Bolts of Starting a Business

This six hour course is for anyone considering starting a small business but is unsure of where to start. Learn the vital steps to be done "before" to avoid mistakes "after."

Course #: SBA-559-A2

Tue., Sep. 1 & 8, 9:00 AM - 12:15 PM (2 sessions)

Business Training Center, Rm. T315

Course #: SBA-559-B2

Thu., Oct. 1 & 8, 1:00 - 4:15 PM (2 sessions)

Business Training Center, Rm. T317

Course #: SBA-559-C2

Thu., Nov. 5 & 12, 1:00 - 4:15 PM (2 sessions)

Business Training Center, Rm. T317

Course #: SBA-559-D2

Tue., Dec. 1 & 8, 9:00 AM - 12:15 PM (2 sessions)

Business Training Center, Rm. T317

Contracting Certifications for Women and Minorities

Federal and State contracting officers and large contractors have specific goals to do business with those properly certified. This course will identify and explain the various State and Federal certifications and teach you how to register your business.

Course #: XXZ-730-A2

Thu., Sep. 3, 9:00 - 11:00 AM

Business Training Center, Rm. T315

Course #: XXZ-730-B2

Fri., Oct. 9, 9:00 - 11:00 AM

Business Training Center, Rm. T317

Course #: XXZ-730-C2

Thu., Nov. 5, 9:00 - 11:00 AM

Business Training Center, Rm. T315

Course #: XXZ-730-D2

Fri., Dec. 4, 9:00 - 11:00 AM

Business Training Center, Rm. T315

More no cost "on demand" classes:

Business Assessment – Growth Resource Allocation

With a SBDC Counselor, discuss how your business currently works and determine what needs to be done to rectify particular issues in the business. SBDC creates a list of items to be acted on in a sensible order, and identifies federal, state and local resources.

Drive Your Bottom Line with a "Business Game Plan"

3 ½ hour session combining training and counseling to increase profits using SBDC's The 5 Drivers of Your Bottom Line®. Learn to work on your business while using the activity-based program "LEVERAGE." Invented by Australian billionaire and entrepreneur Brad Sugars, LEVERAGE gives hundreds of strategies and systems to build your plan to be successful.

To register contact the SBDC at 410-386-2317.

Start-Up Carroll

Start-Up Carroll is a local program sponsored by BDG Entrepreneurial Services aimed at giving new and potential new businesses in Carroll County the opportunity to get up and running. The program works with a number of local affiliate companies that offer free and discounted services to help the business owner get started. Start-Up Carroll provides a number of free services to help individuals evaluate their initial business concept, develop a game plan and get off on the right foot.

Initial Consultation

Gaining experienced insight on a business idea can provide a very valuable start in terms of the viability and direction.

Preparing a Game Plan

The adage "Fail to Plan and you Plan to Fail" is no truer than in business. Start-Up Carroll helps you prepare a game plan so that you can intelligently move forward.

Prepare Initial Budget and Financial Projections

Projecting what your business, expenses, and profit might be is a valuable part of determining to what degree and how you move forward. We'll detail out projections so that you'll be able to view a financial snapshot of what your business finances may be.

Advice on Entity Type / Tax Structure

With a large number of possible business types to choose from, it can be confusing and intimidating to determine which might best suit your business plan and tax consequences.

General Advice

Take advantage of our years of experience working with hundreds of businesses across many industries. Gain valuable insight, guidance, and direction that can help make the difference between business failure and success.

Filing for Federal and State Tax ID Numbers

With no obligation for future services, we will help you file for needed Federal and State Tax ID Numbers in order to file necessary tax forms.

For a referral for free, confidential counseling services from Start Up Carroll, call the Miller Entrepreneurial Institute at Carroll Community College at 410-386-8012.

For more information on Start Up Carroll services, contact Doug Howard at 410-552-5252 or startupdoug@aol.com.

Is business ownership in your future?

The Miller Entrepreneurial Institute (MEI) helps transform your dreams for business ownership into reality – and it's located right here on campus!

Start today and take advantage of the outstanding opportunities available through the Miller Entrepreneurial Institute!

A robust collaborative initiative between credit and non-credit blended instruction offers:

- Theory based instruction
- Hands on experience and training

The Miller Entrepreneurial Institute strengthens entrepreneurship in Carroll County through:

- Superior education
- Personalized training
- State-of-the-art technical assistance

Stimulate entrepreneurial thinking and business creation through:

- Seminars
- Conferences
- Activities
- Special events

All available to the college community and the general public!

To learn more visit the Miller Entrepreneurial Institute at www.carrollcc.edu.

410-386-8012



Evening Networking Event for all students!

Thursday, October 22 at 6:00 PM

All past and present students taking small business classes at Carroll Community College are invited. For more details, please call Marlene Titus at 410-386-8012.

Comprehensive Business Training

How to Set Up Your Books: Home-Based and Small Business Owners

Are you in charge of keeping your spouse's small business books or have a small home-based business and are doing your own accounting? Make this daunting task more manageable with this popular course. Learn to plan and grow your venture through proper bookkeeping. *Instructor: Sharon A. Mariaca, an accountant and QuickBooks consultant with many years of teaching experience at Carroll Community College.*

Cost: \$69 (MD Senior Adults: \$25)

Course #: SBA-425-A2

Tue. & Thu., Sep. 22 - Oct. 1, 6:30 - 8:30 PM (4 sessions)
Business Training Center, Rm. T317

Course #: SBA-425-B2

Tue. & Thu., Nov. 3 - 12, 6:30 - 8:30 PM (4 sessions)
Washington Road Campus

NEW! QuickBooks Pro Overview for the Business Owner

Designed for the business owner who has staff using QuickBooks, this course covers the key concepts of this popular business accounting program that all business owners need to know. Become familiar with the major components of QuickBooks to effectively review the financial data being entered and the reports being generated by your employees. Use this software to its fullest potential. *Instructor: Sharon Mariaca*

Cost: \$39 (MD Senior Adults: \$39); includes materials

Course #: XXZ-725-A2

Mon., Oct. 5, 6:00 - 9:15 PM
Washington Road Campus, Rm. N202

Course #: XXZ-725-B2

Tue., Nov. 17, 6:00 - 9:15 PM
Washington Road Campus, Rm. N202

Access Databases for Small Businesses

See Microsoft Office section on p. 12 for course details

Get Your Business Online

See Business Technology section on p.15 for course details

Franchising For Baby Boomers: Rethinking Your Future After 50 Years

Are you thinking about your life after career or what the next stage may hold for the future? Explore the possibilities of being your own boss through franchising. Explore the options available to you from your present profession or recapture your dreams. Franchising can be full or part time, home based to store front, investing as much or as little as you like. Discover your opportunities for staying active and challenged in retirement. *Instructor: Lee Meizlesh*

Cost: \$29 (MD Senior Adults: \$29)

Course #: XXZ-534-A2

Wed., Sep. 2, 6:00 - 9:00 PM
Business Training Center, Rm. T315

NEW! Business Etiquette

Business etiquette is critical in today's corporate environment. It is part of your professional portfolio and is just as important as a well written cover letter and resume. Individuals must not only have the technical knowledge and experience to do the job, but must be comfortable and confident interacting with business associates and clients to make a lasting impression. Proper communication is crucial for transitioning into management and executive positions. Gain the skill set to overcome those awkward moments and get the extra edge that will effectively take your career to the next level. *Instructor: Lisa Punter, an accomplished professional with experience in management and business development.*

Cost: \$59 (MD Senior Adults: \$35); includes text

Course #: SBA-536-A2

Sat., Sep. 12, 9:30 AM - 4:30 PM
Business Training Center, Rm. T317

Course #: SBA-536-B2

Sat., Oct. 3, 9:30 AM - 4:30 PM
Business Training Center, Rm. T317

NEW! Managing Priorities

The increasing pace, competition and globalization of the workplace means that we need to make solid choices about which tasks and responsibilities take precedence over others. Employees and supervisors need to clarify goals, improve productivity, reduce stress and think creatively. Learn to develop meaningful goals and objectives to lead a productive life in this fast paced world. *Instructor: Anthony George, a human resource specialist with years of experience in management and personnel training.*

Cost: \$49 (MD Senior Adults: \$25)

Course #: SBA-555-A2

Tue. & Thu., Sep. 15 & 17, 6:00 - 8:45 PM (2 sessions)
Business Training Center, Rm. T317

Course #: SBA-555-B2

Mon. & Wed., Sep. 28 & 30, 6:00 - 8:45 PM (2 sessions)
Business Training Center, Rm. T315

NEW! Business Planning Using Financial Reports

What is your business plan for 2010? If you're like most businesses, you don't use your business data as an effective planning tool. Regardless of whether you use Quick Books, Quicken or an accountant, these all provide financial reports for your business. Learn how to use your reports and financial statements to generate a comprehensive business plan for your company. *Instructor: Doug Howard*

Cost: \$49 (MD Senior Adults: \$25)

Course #: SBA-554-A2

Mon. & Tue., Oct. 12 & 13, 6:00 - 9:15 PM (2 sessions)
Business Training Center, Rm. T317

Course #: SBA-554-B2

Wed. & Thu., Nov. 18 & 19, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus

NEW! Business Mastery "Sneak Peak"

Enjoy this FREE one-hour overview of the 12-week Foundations of Business Mastery course. Meet the instructor, see the course materials, review the course outline and syllabus and decide if Foundations of Business Mastery is right for you!

FREE

Course #: XXZ-687-A2

Tue., Sep. 1, 6:00 - 7:00 PM
Business Training Center, Rm. T317

Foundations of Business Mastery

Breathe new life into the business end of your small business! You know your product or service well... now it's time to become an expert with the basics of running a business. Take an intensive and thorough look at learning successful business strategy through the development or redevelopment of a credible business plan. The 12 class sessions will feature local guest speakers and structured activities leading to the development of your own usable business plan. Text: "NxLevel Guide for Entrepreneurs" and accompanying workbook, with additional resource links and advice.

Cost: \$395 (MD Senior Adults: \$80); includes text and materials

Course #: SBA-535-A2

Tue., Sep. 15 - Dec. 8, 6:30 - 9:45 PM
(12 sessions; no class 11/24)
Washington Road Campus, Rm. L284

Green Energy for Home & Business Understanding Green Building Certifications

See Green Jobs and Sustainable Living section starting on p. 20 for course details

NEW! Business Brochures, Fliers, and More Using Word

Business owners: Create your own business publications with software you already own and use - Microsoft Word. Create fliers, advertising brochures and informational guides while learning about desktop publishing concepts and fundamentals. *Prerequisites:* Word Level 1 or equivalent experience. Utilizes Word 2007 but will benefit users of most versions of Word. *Instructor: Joe Rankin*
Cost: \$39 (MD Senior Adults: \$39); includes materials

Course #: XXZ-724-A2
Sun., Sep. 27, 1:00 - 4:00 PM
Business Training Center, Rm. T321

NEW! Create Advertising Materials with Adobe Photoshop

Using a logo, photos and other graphic features, create a one page advertisement using Photoshop's powerful selection, layering, retouching and effect tools. Learn how to create these advertising materials for Web or print use. *Prerequisites:* Experience with Windows based programs and mouse skills required. *Instructor: Sonya Hand*
Cost: \$39 (MD Senior Adults: \$39); includes text

Course #: XXZ-732-A2
Wed., Nov. 18, 6:00 - 9:00 PM
Washington Road Campus, Rm. N201

NEW! Create Marketing Brochures with Adobe InDesign

Build an informational tri-fold marketing brochure for your business or company with Adobe InDesign. Using graphics, text and photos, students will develop tri-fold brochures, create layouts and modify text and photos for printing. *Prerequisites:* Experience with Windows based programs and mouse skills required. *Instructor: Sonya Hand*
Cost: \$39 (MD Senior Adults: \$39); includes text

Course #: XXZ-733-A2
Wed., Dec. 2, 6:00 - 9:00 PM
Washington Road Campus, Rm. N201

NEW! Marketing Applications of Adobe Illustrator

Develop marketing materials for your company using Adobe Illustrator. Create sketches, logos, shapes and layers, and learn how to add text, colors, fills and effects. *Prerequisites:* Experience with Windows based programs and mouse skills required. *Instructor: Sonya Hand*
Cost: \$39 (MD Senior Adults: \$39); includes text

Course #: XXZ-731-A2
Wed., Nov. 11, 6:00 - 9:00 PM
Washington Road Campus, Rm. N202

Supply Chain Management

Increase your company's profit margin by effectively managing resources and generating inventory to meet customer demands. Learn how to apply proven supply chain strategies within the scope of your responsibility to get to your desired bottom line. *Cost: \$2,795 (MD Senior Adults: \$2,795)*
Course #: XXG-024-A2
Online
For information go to www.gatlineducation.com/carrollcc

Industry Specific Software Training

See Computers/Microsoft Office Suite section starting on p. 12 for course details.

- Excel for Contractors and Home Improvement**
- Excel for the Financial Services Industry**
- Excel for Lawn and Landscaping Businesses**
- Excel for Medical Office Professionals**
- Excel for Retail Businesses**

Business Courses in Partnership with Harford Community College

The following on-line courses are offered in partnership with Harford Community College in the WebCT format. For more information about using WebCT, visit www.harford.edu/distlearn/ click on WebCT Manual. Technical requirements: Students must have access to a computer with an Internet connection.

Building a Mail Order Business

Learn how to run a mail order (direct marketing) business from home! Mail order firms span everything from the sale of how-to-books, to catalogs containing specialty food products, to selling clothing over the Internet. It is a business that can easily be started on a shoestring from your kitchen table, but can also grow into a full-time occupation. Learn how to choose profitable products, locate suppliers, create advertising that attracts buyers, and fulfill orders quickly and easily. *Prerequisite:* Internet expertise assumed. Required textbooks: "Multiple Streams of Internet Income", Wiley Press, ISBN 047121888X "How to start a Home-Based Mail Order Business", Globe Pequot Press, ISBN 0762705124. Include your e-mail address on the registration form. No Online orientation required. *Instructor: William Flood*
Cost: \$125 (MD Senior Adults: \$124)

Course #: SBA-498-A2B
Mon., Sep. 21 - Dec. 7 (12 sessions)
Online

Making Money with On-Line Auctions

Provides instruction on learning the ins and outs of making money through buying and selling merchandise from Online auctions such as eBay, government auctions and liquidation sales. Introduces you to the variety of auctions and sales and will provide tips on both the buying and selling process. *Instructor: William Flood*
Cost: \$125 (MD Senior Adults: \$124)
Course #: SBA-362-A2B
Thu., Sep. 24 - Dec.10 (12 sessions)
Online

Real Estate Investing

Learn how to use real estate investing to build personal wealth. Learn techniques for locating bargain properties and motivated sellers, acquiring property with creative financing, locating sources of cash, fixing up properties, handling tenants, and selling properties. *Prerequisite:* Internet expertise assumed. Required textbooks: "Nothing Down for the 90's" from Simon "Baron's Dictionary of Real Estate Terms", Baron's Ed. Series. Include your e-mail address on the registration form. No Online orientation is required. *Instructor: William Flood*
Cost: \$125 (MD Senior Adults: \$124)
Course #: SBA-499-A2B
Wed., Sep. 23 - Dec.9 (12 sessions)
Online

Starting an Import/Export Business

In today's global economy, an import/export business could be your ideal choice for a small profitable business. Unlike manufacturing or a store-front, an import/export business offers an inexpensive entry into owning your own business. Determine what products to offer, learn where to locate suppliers and outlets for their products, and be introduced to government regulations concerning import/export. *Prerequisite:* Internet expertise assumed. Include your e-mail address on the registration form. No Online orientation is required. *Instructor: William Flood*
Cost: \$125 (MD Senior Adults: \$124)
Course #: SBA-500-A2B
Tue., Sep. 22 - Dec.8 (12 sessions)
Online

Virtual Assistant Business

Run your own virtual assistant business! A virtual assistant works from his/her own home offering administrative support services to other companies over the Internet. Learn how to locate customers, set fees, and develop client contracts. *Prerequisite:* Internet expertise assumed. Required textbooks: How to Start a Home-Based Desktop Publishing Business from Globe Pequot Press. Include your e-mail address on the registration form. No Online orientation is required.

Cost: \$125 (MD Senior Adults: \$124)

Course #: SBA-497-A2B

Thu., Sep. 24 - Dec.10 (12 sessions)

Online

Online Courses...

- Creating a Successful Business Plan
- Learn to Buy and Sell on eBay
- Start & Operate Your Own Home Based Business
- Starting Your Own Consulting Business
- Business Marketing Writing
- Publish It Yourself: How to Start & Operate Your Own Publishing Business
- Laws of the Business Jungle
- Introduction to Business Analysis
- Mastery of Business Fundamentals
- Mastery of Business Applications
- and other Business Planning & Entrepreneurial courses

For more information go to www.ed2go.com/carrollcc

Six Sigma - Greenbelt

Six Sigma is a Quality Improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). The Six Sigma process encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. As a philosophy Six Sigma drives business culture and requires a nearly flawless execution of key processes making Six Sigma a high standard for companies and individuals to achieve. Six Sigma is highly associated with the delivery of consistent world-class quality.

Cost: \$1,895 (MD Senior Adults: \$1,895)

Course #: XXG-020-A2

Online

For information go to www.gatlineducation.com/carrollcc

CHILD CARE PROFESSIONALS

Carroll Community College offers an Associated of Arts degree in Early Childhood Education. For further information call, Marlene Welch at 410-386-8525

Pre-service

Prerequisites: Students must either validate previous successful college courses (C or above in reading and writing) or successfully complete the Reading and Writing Assessment tests after registering for any of the 45-hour courses.

To validate previous successful college: Attach a copy of your transcript to your registration form.

To take the Reading & Writing Assessment tests: Make an appointment to take the Reading & Writing Placement Tests by calling the Carroll Community College Testing Center at 410-386-8450. When scheduling your appointment, identify yourself as a Continuing Education student and the course. If you have taken the Reading & Writing Assessment Tests prior to taking a previous credit or non-credit course, please indicate this on your registration form. You only need to take the test one time if you have successfully tested out at a 7th grade reading level or above. Students are required to be exempt from or complete RDG-091 (7th grade reading level) prior to beginning either the Growth & Development in Early Childhood, Introduction to Early Childhood Education, School-age Child Care Training, Child Care Administration, or Infant & Toddlers: Development & Care.

Communication Skills for Child Care Professionals

Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. You will practice speaking and writing strategies with a focus on communicating with parents and co-workers. This course satisfies the new 9 hour communication course requirement for child care professionals.

Instructor: Danielle Gauldin

Cost: \$60 (MD Senior Adults: \$30)

Course #: CCT-298-B1

Mon. & Wed., Aug. 31 - Sep. 9, 6:30 - 9:45 PM

(3 sessions; no class 9/7)

Business Training Center, Rm. T317

Course #: CCT-298-A2

Mon. & Wed., Nov. 2 - 9, 6:30 - 9:45 PM (3 sessions)

Washington Road Campus, Rm. N203

Course #: CCT-298-A3

Mon. & Wed., Jan. 11 - 20, 6:30 - 9:45 PM

(3 sessions; no class 1/18)

Business Training Center, Rm. T317

Growth and Development in Early Childhood

This course satisfies the first half of the required 90 classroom hours for directors and senior staff members of child care programs licensed by the Maryland State Department of Human Resources. Must attend all sessions to receive a certificate. Can be taken as non-credit or credit course.

Cost: \$297 (MD Senior Adults: \$25); plus text

Course #: CCT-101-A1BP

Mon. & Thu., Aug. 31 - Dec. 14,

(29 sessions; no class 9/7 & 11/26)

Online

Course #: CCT-101-A2BP

Tue. & Thu., Sep. 1 - Dec. 15, 9:30 - 10:50 AM

(30 sessions; no class 11/26)

Washington Road Campus, Rm. C269

Course #: CCT-101-B2BP

Thu., Sep. 3 - Dec. 17, 6:30 - 9:20 PM (15 sessions; no class 11/26)

Washington Road Campus, Rm. C269

Materials and Methods for Early Childhood Education

This course satisfies the second half of the required 90 classroom hours for directors and senior staff members of child care programs licensed by the State Department of Human Resources. Must attend all sessions to receive a certificate. May take as a non-credit or credit student.

Cost: \$297 (MD Senior Adults: \$25); plus text

Course #: CCT-102-A2BP

Tue. & Thu., Sep. 1 - Dec. 15, 11:00 AM - 12:20 PM

(30 sessions; no class 11/26)

Washington Road Campus, Rm. C269

Course #: CCT-102-B2BP

Tue., Sep. 1 - Dec. 15, 6:30 - 9:20 PM (16 sessions)

Washington Road Campus, Rm. C269