

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

Child Care Administration

This 45-clock hour course provides an overview of the basic child care services, including school-age child care. Focus will be on the administration and organization of a child care center with emphasis on start-up, budgeting, licensing, and regulations. This course plus School-age Child Care Training satisfies the Child Care Administration's course requirements for Directors of School-age Centers.

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

Course #: CCT-327-A1

Mon., Aug. 31 - Dec. 14, 6:30 - 9:20 PM (15 sessions; no class 9/7)

Washington Road Campus, Rm. C269

Infants and Toddlers: Development and Care

This 45 clock hour course provides an overview of infant and toddler development and age-appropriate activities. Satisfies the Child Care Administration's course requirements for infant and toddler providers. May take this course as a non-credit or credit student.

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

Course #: CCT-103-A2BP

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

Washington Road Campus, Rm. C167

School-Age Child Care Training

This 45 clock hour course is designed for individuals responsible for the before and after school day care of children 6-14 years of age. Emphasis will be placed on growth and development of the school-age child, effective communication, developing a positive self-concept, and age-appropriate programming for school-age day care programs. This course satisfies the Child Care Administration's course requirements for Group Leaders.

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

Course #: CCT-072-A2

Wed., Sep. 2 - Dec. 16, 6:30 - 9:20 PM (15 sessions; no class 11/25)

Washington Road Campus, Rm. C269

Continuing Education

Child Development

NEW! Focused Portfolio: A Complete Assessment of the Young Child

Learn methods to create a simple collection system that can be readily incorporated into your daily routine to document children's abilities and aid in formulating individualized learning plans. Instructor: Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-397-A2

Mon. & Wed., Oct. 12 & 14, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus

NEW! Beyond Behavior Management

Manage difficult behaviors and help young children build six essential life skills: Attachment, affiliation, self-recognition, problem-solving, initiative and respect. Instructor:

Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-399-A2

Mon. & Wed., Nov. 9 & 11, 6:30 - 9:45 PM (2 sessions)

Business Training Center, Rm. T317

Curriculum

NEW! Learn & Play the Green Way

Don't throw it away! Use it for play! Learn to incorporate common household items into age-specific activities. You can build a child's skills in physical, sensory, social and emotional, cognitive, and creative development areas.

Instructor: Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-396-A2

Mon. & Wed., Sep. 28 & 30, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. N203

Health, Safety & Nutrition

Emergency Preparedness Training for Child Care Providers

Designed for child care center staff, family child care providers and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training builds upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. Offered in partnership with Chesapeake College and grant supported.

Cost: \$15 (MD Senior Adults: \$15)

Course #: CCT-353-A2

Sat., Sep. 12, 9:00 AM - 4:00 PM

Washington Road Campus, Rm. N105

Professionalism

NEW! Dreaming, Organizing, & Improving Your Center (Intermediate - Advanced/Professional)

Take the "envisioning" process out of the realm of tasks that sound too overwhelming and impossible to begin and make them a manageable but creative and playful process. As a visionary director you will learn the essential tools for affirming and renewing your commitment to child care and to meeting the challenge of nurturing our society's future.

Instructor: Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-385-A1

Mon. & Wed., Aug. 24 & 26, 6:30 - 9:45 PM (2 sessions)

Business Training Center, Rm. T315

NEW! Finding Your Smile Again - Manage Your Stress & Burnout

Learn proven techniques for coping with stressful situations and diagnosing and preventing burnout. Instructor: Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-400-A2

Mon. & Wed., Dec. 7 & 9, 6:30 - 9:45 PM (2 sessions)

Business Training Center, Rm. T325

Special Needs

NEW! The Out Of Sync Child

Many children face challenges with touch, balance, hearing or other sensory problems. Leave with easy, fun strategies that promote healthy sensory processing to integrate into your daily routine. Instructor: Michele Barattucci

Cost: \$40 (MD Senior Adults: \$25)

Course #: CCT-398-A2

Mon. & Wed., Oct. 26 & 28, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus

CPR & First Aid

- Heartsaver CPR: Adult, Child, & Infant
- Heartsaver AED: Adult & Child
- AHA First Aid
- AHA First Aid & CPR
- AHA First Aid, CPR, & AED
- First Aid - Basic
- First Aid & CPR: Adult, Child, & Infant

See Safety section for course details.

Online Courses...

- Solving Classroom Discipline Problems
- The Classroom Computer
- Using the internet in the Classroom

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

Partnership with Child Care Choices

The following courses are offered in partnership with Child Care Choices, a program of the Mental Health Association of Frederick County. For more information call Sandra Fournier at 410-386-8574. All classes listed below will be held at the Washington Road Campus on Saturdays from 10:00 AM – 1:15 PM.

8/15/09
Building Partnerships with Families

8/22/09
Resolving Conflicts

10/3/09
Observation & Assessment

11/14/09
Building a Cooperative Classroom

12/12/09
Everybody Plays, Everybody Wins: Gross Motor Activities

COMPUTERS

Computer Programs Open House

Wednesday, September 9, 6:30 – 7:30 PM, Rm. T317

Meet instructors and get your questions answered. Learn more about the computer courses and computer certification programs, including A+ Certification, CCNA and more. Prior registration is recommended. Call Continuing Education & Training at 410-386-8100.

Getting Started

Introduction to Computers

What are computers all about? Does the mouse bite? Explore the basics of operating a personal computer. Learn to navigate within Microsoft Windows, work with documents and files, do basic word processing, and explore the Internet. This practical and simple course will give students (no matter how old or young) the information needed to get started in the world of computing. No prior computer experience needed.

Cost: \$185 (MD Senior Adults: \$68); includes text

Course #: DAP-443-A2 (Instructor Rob Cowles)
Mon. - Thu., Sep. 28 - Oct. 1, 9:00 AM - 12:15 PM (4 sessions)

Business Training Center, Rm. T323

Course #: DAP-443-B2 (Instructor: Linda Nestor)
Mon. & Wed., Nov. 2 - 18, 6:30 - 8:30 PM (6 sessions)

Business Training Center, Rm. T321

Get To Know Your Computer

That monster on your desk won't eat you, but it might drive you crazy! Take a fun look at how to tame the monster and make it work for you. Learn the basics to operate a computer and discover all the amazing things it can really do. Topics include: basic navigation in Microsoft Windows, accessing the Internet and Internet safety, and common types of disks, hardware and software. Course content is similar to Introduction to Computers, but is delivered in a less formal format to allow for more student-teacher discussion with fewer in-class practice exercises. No prior computer experience needed. *Instructor: Rob Cowles*
Cost: \$155 (MD Senior Adults: \$155); includes text

Course #: XXZ-550-A2

Mon. - Wed., Sep. 14 - 16, 9:00 - 12:00 PM (3 sessions)

Business Training Center, Rm. N201

Fast Tip!

When you delete a file, it doesn't have to go to the Recycle Bin first. If you're sure you want to permanently delete a file, just hold down the Shift key when you delete. The file will bypass the Recycle Bin and be permanently deleted.

Introduction to Windows

Learn how to navigate within your computer and manage your files in Microsoft Windows. Covers the use of various features of Microsoft Windows, as well as how to save, print and store your files and folders. Additional topics include accessing CD-ROMs, disks and flash drives; working with programs, restoring your system, and how to enable security settings for Internet browsing. *Prerequisites:* Introduction to Computers or equivalent experience, as well as mouse and keyboard experience.

Cost: \$129 (MD Senior Adults: \$68); includes text

Course #: DAP-209-A2 (Instructor: Rob Cowles)
Tue. & Thu., Sep. 15 - 22, 6:30 - 8:50 PM (3 sessions)

Business Training Center, Rm. T319

Course #: DAP-209-B2 (Instructor: Rob Cowles)
Mon. - Wed., Oct. 12 - 14, 9:00 - 11:20 AM (3 sessions)

Business Training Center, Rm. T319

Course #: DAP-209-C2 (Instructor: Joe Rankin)
Sat., Nov. 14, 8:30 AM - 4:30 PM

Business Training Center, Rm. T319

Computer Courses On-Demand

Get the computer course you want, when you want it!

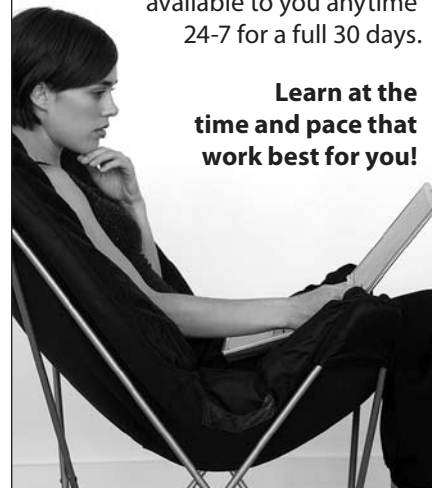
Sign up for any On-Demand course and your class will start online within one business day!

Look for these On-Demand classes:

- Introduction to Windows, p. 9
- Word Level 1, p. 10
- Excel Level 1, p. 11
- PowerPoint Level 1, p. 12
- Access Level 1, p. 12
- Publisher Level 1, p. 14
- Using QuickBooks Pro to Handle Small Business Accounting, p. 14

Instructor-led classes are delivered online and course material is available to you anytime 24-7 for a full 30 days.

Learn at the time and pace that work best for you!



Continuing Education & Training:
410-386-8100
www.carrollcc.edu