

## 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.*

#### Agency Concerns

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

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

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

*Tue., Jul. 14, 9:00 AM - 4:00 PM  
Business Training Center, Rm. T317*

#### Legislative 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.

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

**Course #: REA-251-A4**

*Mon., Apr. 20, 9:00 AM - 4:00 PM  
Business Training Center, Rm. T317*

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

*Tue., Jun. 9, 9:00 AM - 4:00 PM  
Business Training Center, Rm. T317*

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

*Thu., Aug. 27, 9:00 AM - 4:00 PM  
Business Training Center, Rm. T317*

#### 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 12, 9:00 AM - 12:15 PM  
Business Training Center, Rm. T315*

### Real Estate Appraisal Continuing Education

**Carroll Community College is partnering with The Maryland Association of Appraisers to offer continuing education courses held at Washington Road Campus. For information contact Sandra Fournier at 410-386-8574.**

#### National USPAP

*Thu., Jul. 16, 8:00 AM - 4:00 PM*

#### Residential Site Valuation Approach

*Fri. & Sat., Apr. 24 & 25, 8:00 AM - 4:30 PM (2 sessions)*

#### Appraising the Foreclosure Non-Lender Appraisal Assignments

*Thu., May 7, 1:00 - 3:00 PM*

#### Appraising in a Changing Market

*Thu., May 7, 10:00 - 12:00 PM*

#### Mastering Unique Appraisal

*Thu. - Sat., Jun. 18, 19 & 20, 8:00 AM - 4:30 PM (3 sessions)*

## SAFETY

### CPR & First Aid

*The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.*

### American Heart Association

#### Heartsaver AED: Adult, Infant & Child

Can you save a life? You can if you know CPR and how to use an AED (Automated External Defibrillator). Learn to recognize and respond to cardiac and respiratory emergencies in the adult, infant, and child, and to recognize and help an individual who is choking. You'll practice using an AED simulator until it is second nature. You'll also learn the risks of Stroke, and actions you can take to minimize the consequences of a Stroke. A 2- year American Heart Association Heartsaver AED CPR card will be issued to you after successful completion of this course.

*Cost: \$65 (MD Senior Adults: \$45)*

**Course #: AHE-620-A4**

*Sat., May 9, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106*

**Course #: AHE-620-A1**

*Tue. & Wed., Jul. 21 & 22, 6:30 - 9:45 PM (2 sessions)  
Washington Road Campus, Rm. N106*

### CPR Healthcare Provider/BLS

Complete your Healthcare Provider CPR training requirement. You will become proficient in techniques for one- and two-rescuer adult, child, and infant resuscitation; use of an AED, management of airway obstruction in adults, children, and infants, and effective use of barrier devices. You must demonstrate competency through both a written test and skills evaluation.. A 2- year American Heart Association Healthcare Provider CPR card will be issued to you after successful completion of this course.

*Cost: \$81 (MD Senior Adults: \$46)*

**Course #: AHE-046-A4**

*Mon. & Tue., Apr. 27 & 28, 6:00 - 9:15 PM (2 sessions)  
Washington Road Campus, Rm. N106*

**Course #: AHE-046-B4**

*Sat., May 16, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106*

**Course #: AHE-046-C4**

*Tue. & Wed., Jun. 23 & 24, 6:30 - 9:45 PM (2 sessions)  
Washington Road Campus, Rm. N106*

**Course #: AHE-046-A1**

*Tue. & Wed., Jul. 28 & 29, 6:30 - 9:45 PM (2 sessions)  
Washington Road Campus, Rm. N106*

**Course #: AHE-046-B1**

*Sat., Aug. 15, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106*

### CPR Instructor's Course

For anyone who has successfully completed a BLS course and has a strong desire to be an instructor for the American Heart Association. Provides candidates with background for in-depth comprehension of BLS materials, instructional methodologies, and the opportunity to develop proficiency in presentation techniques. Bring current BLS card to class. *Prerequisites:* Current Healthcare Provider card, demonstrate BLS skills and be 18 years of age.

*Cost: \$193 (MD Senior Adults: \$80)*

**Course #: AHE-124-A4P**

*Tue., Thu. & Sat., Apr. 21 - 25; Tue. & Thu., 5:45 - 10:00 PM  
and Sat. 8:00 AM - 5:00 PM (3 sessions)  
Washington Road Campus, Rm. N106*

### CPR Recertification: Basic Life Support For Health Care Providers

Quick! It's time to renew your Healthcare Provider CPR credential. Refresh your skills in techniques for one- and two-rescuer adult, child, and infant resuscitation; use of an AED, management of airway obstruction in adults, children, and infants, and effective use of barrier devices. You must demonstrate competency through both a written test and skills evaluation. *Prerequisite:* current Healthcare Provider CPR card. A 2-year American Heart Association Healthcare Provider CPR card will be issued to you after successful completion of this course.

*Cost: \$58 (MD Senior Adults: \$44)*

**Course #: AHE-384-A4P**

Sat., Apr. 18, 8:30 AM - 1:15 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-384-B4P**

Thu., May 28, 5:15 - 10:00 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-384-C4P**

Sat., Jun. 20, 8:30 AM - 1:15 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-384-A1P**

Thu., Jul. 9, 5:15 - 10:00 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-384-B1P**

Sat., Aug. 29, 8:30 AM - 1:15 PM  
Washington Road Campus, Rm. N106

### ACLS Provider

You are an Advanced Life Support team player. Be even more valuable to the team with confidence in your ability to manage a cardiac or respiratory arrest emergency and lead a resuscitation event. You'll become proficient in arrhythmia management including pharmacology, electrical therapy, BCLS, and airway management. *Prerequisite:* current Healthcare Provider CPR card. A 2-year American Heart Association ACLS card will be issued to you after successful completion of this course.

*Cost: \$217 (MD Senior Adults: \$67)*

**Course #: AHE-082-A4**

Wed. & Thu., Apr. 22 & 23, 9:00 AM - 4:00 PM (2 sessions)  
Washington Road Campus, Rm. N106

**Course #: AHE-082-B4**

Wed. & Thu., May 20 & 21, 9:00 AM - 4:00 PM (2 sessions)  
Washington Road Campus, Rm. N106

**Course #: AHE-082-A1**

Wed. & Thu., Aug. 12 & 13, 9:00 AM - 4:00 PM (2 sessions)  
Washington Road Campus, Rm. N106

### ACLS Renewal

Are your 2 years of ACLS certification up already? If you have participated in an initial ACLS course, have a current ACLS card, and a current Healthcare Provider CPR card, you want this course. You will review the most current training available in Advanced Life Support. Re-affirm confidence in your skills in the management of emergency situations during cardiac arrest and your ability to function in a leadership role during a resuscitation event. Refresh your knowledge of arrhythmia management including pharmacology, electrical therapy, BCLS, and airway management. A 2-year American Heart Association ACLS card will be issued upon successful completion.

*Cost: \$179 (MD Senior Adults: \$67)*

**Course #: AHE-083-A4P**

Fri., Apr. 24, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-083-B4P**

Fri., May 22, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106

**Course #: AHE-083-A1P**

Fri., Aug. 14, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. N106

### ECG and Pharmacology: ACLS Prep

See *Nursing & Allied Health/Nursing* section starting on p. 21 for course details

### Heart Code ACLS Anywhere

An alternative to the traditional ACLS class directed toward those requiring recertification. A tutorial CD is purchased online. Upon completion of the CD content, you will print a certificate to take to the Carroll Community College American Heart Association Training Center where you will undergo the skills verification portion. Successful completion of both portions results in an ACLS card being issued.

*Cost: \$112; includes skills verification & card.*

**Course #: XXQ-208**

*The verification portion of the course is by appointment only. Contact Stacey Bowen at 410-386-8020 for appointment. For more information go to [www.onlineaha.org](http://www.onlineaha.org)*

### Online Healthcare Provider Renewal

Designed for healthcare providers who have prior CPR training and need recertification. Following completion of the online portion, you will receive a certificate to take to the Carroll Community College American Heart Association Training Center where you will undergo the skills verification portion. Completion of both portions results in a CPR card being issued.

*Cost: \$40; includes skills verification and card.*

**Course #: XXQ-214**

*The verification portion of the course is by appointment only. Appointments are made by contacting Stacey Bowen at 410-386-8020. For more information on this program go to [www.onlineaha.org](http://www.onlineaha.org)*

### National Safety Council

#### First Aid, CPR and AED

Learn how to prevent injuries and first aid for personal injuries and medical emergency. Topics include: Basic Life Support (CPR) including use of an AED, Airway Obstruction, bleeding, shock, dressings, burns, head and spinal, chest and abdominal injuries, splinting, poisoning, and medical illness. This course meets the OSHA standards. Upon completion of the course, you will receive a two-year certificate from the National Safety Council. This course meets the criteria for First Aid & CPR for child care providers.

*Cost: \$83 (MD Senior Adults: \$46)*

**Course #: AHE-037-A4**

Wed. & Thu., Apr. 15 & 16, 5:30 - 9:45 PM (2 sessions)  
Washington Road Campus, Rm. N106

**Course #: AHE-037-A1**

Tue. & Wed., Jul. 14 & 15, 5:45 - 10:00 PM (2 sessions)  
Washington Road Campus, Rm. N106

**Course #: AHE-037-B1**

Tue. & Wed., Aug. 18 & 19, 5:45 - 10:00 PM (2 sessions)  
Washington Road Campus, Rm. N106

### Emergency Preparedness Training for Child Care Providers

See *Childcare/Continuing Education* section starting on p. 8 for course details

## OSHA

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information call Sandra Fournier at 410-386-8574.

### Welding, Cutting, Brazing

Fri., Jun. 12, 12:30 - 4:15 PM

### Walking Working Surfaces

Fri., Jun. 12, 8:00 - 11:45 AM

### Fire Protection

Thu., Jun. 11, 12:30 - 4:15 PM

### Exit Routes, Emergency Action Plans, & Fire Prevention Plans

Thu., Jun. 11, 8:00 AM - 12:30 PM

### OSHA 10 & 30 Hour General Industry

Tue. - Fri., May 12 - 15, 8:00 AM - 4:30 PM (4 sessions)

## Pool & Spa Operator

### Swimming Pool/Spa Operator Training

Prepare to become a certified pool/spa operator and stay current on the safe and healthy operation of public swimming pools, spas, and hot tubs. You must pass the written exam to become certified. *Instructor: Ken Schmid*

Cost: \$130 (MD Senior Adults: \$55)

**Course #: MGT-300-A4**

Sat., May 2 & 9, 8:00 AM - 5:00 PM (2 sessions)

Washington Road Campus, Rm. A125

### Pool/Spa Operator Update Course

Renew your pool and spa operator certification with this course. Participants must have a current certification card.

Cost: \$65 (MD Senior Adults: \$50)

**Course #: MGT-737-A4**

Fri., May 15, 8:30 AM - 3:00 PM

Washington Road Campus, Rm. A125

## SKILLS FOR THE WORKPLACE

### Organizing for Impact

Use the quiet time of August to prepare for the whirlwind that begins in September! Take control of your time and your work by finally developing an organizing system that works for you. Leave this class with the skills needed to organize your office, find the papers you need and manage your day. *Instructor: Sherry Miller, Impact Organization.*

Cost: \$59 (MD Senior Adults: \$25)

**Course #: MGT-308-A1**

Tue., Aug. 4 & 11, 6:30 - 9:45 PM (2 sessions)

Business Training Center, Rm. T315

## Communication

### Anger Management

Whether you stuff your anger and don't express yourself, or find yourself frequently sarcastic, irritable or downright nasty, these classes present ways to help you manage angry feelings. Consider how to deal with anger towards ex-spouses, children, existing or estranged relationships, anger at work, road rage, and what to do when you are stuck in a line with "morons". May be self, employer, Attorney or Court referred. Students must attend all hours of each session to receive a certificate.

Cost: \$60 (MD Senior Adults: \$25)

**Course #: PDE-851-A4**

Sat., May 2 - 16, 10:00 AM - 12:00 PM (3 sessions)

Washington Road Campus, Rm. A200

**Course #: PDE-851-A1**

Sat., Jul. 11 - 25, 10:00 AM - 12:00 PM (3 sessions)

Business Training Center, Rm. T315

## Conflict Resolution for the Workplace

Gain skills and practice resolving real life workplace disputes and conflicts. Learn five approaches to conflict and how the approaches impact the outcomes. Topics also include: techniques that escalate and de-escalate conflict, strategic listening skills and how to break down statements to reveal underlying feelings. *Instructor: Patricia Ryan is the Director of the Carroll County Community Mediation Center.*

Cost: \$42 (MD Senior Adults: \$25)

**Course #: MGT-346-A4**

Wed., May 27 & Jun. 3, 6:00 - 8:30 PM (2 sessions)

Business Training Center, Rm. T315

**Course #: MGT-346-B4**

Thu., May 28 & Jun. 4, 10:00 AM - 12:30 PM (2 sessions)

Business Training Center, Rm. T315

## Effective Business Writing

The typical business executive or professional spends approximately 20 percent of their time writing. Did you know that better writing skills can improve your effectiveness at work? Improve your skills to create more effective letters and documents. *Instructor: Ellen Cornelius, former City Editor of the Carroll County Times*

Cost: \$72 (MD Senior Adults: \$35)

**Course #: MGT-270-A4**

Fri., May 1, 8:30 AM - 5:00 PM

Washington Road Campus, Rm. N104

**Course #: MGT-270-A1**

Fri., Jul. 10, 8:30 AM - 5:00 PM

Washington Road Campus, Rm. N104