

# NEW!

## Foundations of Business Mastery

If you are dreaming about starting your own business or the reality of your dream business not quite what you thought it would be - **this course can change your life!**

Bring your business idea or your current business plan, and learn successful strategies from local guest speakers and structured activities that will lead to the development or redevelopment of a credible business plan.

The class includes "NxLevel Guide for Entrepreneurs," an accompanying workbook, and additional resource links and advice.

Offered by the  
Miller Entrepreneurial Institute  
at Carroll Community College

**Course #: SBA-535-A3**  
**Wednesdays, Feb. 18 - May 13**  
(12 sessions; no class 4/8)  
**6:30 – 9:45 p.m.**  
Washington Road Campus,  
Hikel Business Training Center,  
Room N205  
\$395

028-A09-508

### MS Certified Database Administrator (MCDBA)

For professionals who design, implement, and administer Microsoft SQL Server databases.

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

**Course #: XXG-013-A3**

Online

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

### Microsoft Certified System Admin Plus 2003 (MCSA+)

A program for those who already hold CompTIA certifications and wish to complete the MCSA training.

Cost: \$2,195 (MD Senior Adults: \$2,195)

**Course #: XXG-015-A3**

Online

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

### Microsoft Certified System Engineer (MCSE)

Intended for those who analyze business requirements, design infrastructure and deploy networks.

Cost: \$3,295 (MD Senior Adults: \$3,295)

**Course #: XXG-016-A3**

Online

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

### Linux+/LPI Level One Certification Training

Linux+ is an entry-level certificate program, developed by CompTIA™, which measures Linux knowledge and skills for an individual with at least six months practical experience (Network+ or A+ background). The online Linux+ Certification Preparation course prepares students to write the CompTIA™ Linux+ exam. Linux Professional Institute Advanced Certification Training was developed by the Linux Professional Institute to provide a useable, common measurement of Linux skills. Students taking these courses learn the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides.

Cost: \$2,195 (MD Senior Adults: \$2,195); includes text

**Course #: XXG-059-A3**

Online

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

## LEADERSHIP AND MANAGEMENT

### Foundations of Leadership

This foundation course will build your ability to interact effectively and create an environment where employees can maximize their talents and perform at or above expectations.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-318-A3**

Fri., Jan. 9, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Coach and Develop for Results

Develop into a leader who helps people achieve their goals, develop their talents and avoid problems. The course focuses on the leader's role before, during and after the development plan.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-319-A3**

Fri., Jan. 16, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Drive Performance

Learn to delegate for results and develop high performance teams.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-320-A3**

Fri., Jan. 23, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Influence Through Personal Power

Work better with people by changing your approach to people based on what they want to discuss and how you think people will respond.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-321-A3**

Fri., Jan. 30, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Making Change A Positive Experience

Effectively lead change initiatives in the workplace and build a workplace that sparks and fosters innovation.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-322-A3**

Fri., Feb. 6, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Build an Agile Team

Drive performance and accountability by helping people understand what is expected of them and gaining their commitment to achieve it.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-323-A3**

Fri., Feb. 13, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Take Action to Achieve Goals

Deploy resources, time and budget effectively to meet your work groups' objectives.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-324-A3**

Fri., Feb. 20, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Lead the Success of Your Organization

Leaders: Focus your time and efforts on tasks that are most important to the organization's success. Learn about interpersonal skills critical to being an effective leader and how to apply the skills and change behavior.

Cost: \$229 (MD Senior Adults: \$105)

**Course #: MGT-325-A3**

Fri., Feb. 27, 8:00 AM - 5:00 PM

Business Training Center, Rm. T317

### Spanish: Basic 1 & 2

See Languages section starting on p. 49 for course details.

## Online Courses...

- Understanding the Human Resource Function
- Managing Technical Professionals
- Hire Smart
- Employment Law Fundamentals
- Project Mgt. Fundamentals
- Project Mgt. Applications
- Project Mgt. @ e-Speed
- and other courses in Business Administration & Management

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

## NURSING & ALLIED HEALTH

### Nursing

Maryland Community College Association for Continuing Education and Training is accredited as a provider of continuing nursing education by the American Nurses Credentialing Centers Commission on Accreditation.

#### ECG and Pharmacology

Increase your competencies before ACLS! Or just improve your ECG recognition skills and cardiac drug treatment knowledge with this American Heart Association course. Can be used as a pre-course option for ACLS to improve success in achieving certification.

Strengthen competency in ACLS algorithms and learn more effective use of drugs during peri-arrest or cardiac arrest. Open to all health care providers including nurses, physicians, paramedics, clinical pharmacists and ECG technicians.

Cost: \$67 (MD Senior Adults: \$40); includes text

**Course #: NRS-410-A3B**

Tue., Jan. 20, 8:30 AM - 4:15 PM

Washington Road Campus, Rm. N106

**Course #: NRS-410-A4B**

Tue., Apr. 14, 8:30 AM - 4:15 PM

Washington Road Campus, Rm. N106

#### Principles & Practices of IV Therapy

Don't be frustrated; be prepared when your patient needs an IV! Enhance your skills as a practicing nurse, IV tech, or EMT by taking this course from our expert on peripheral intravenous therapy and the care of the client requiring this therapy. Hot topics include: vein and device selection, venipuncture techniques, and basic care measures needed to provide quality care to the patient.

Cost: \$85 (MD Senior Adults: \$44)

**Course #: NRS-344-A4**

Sat., Jun. 6, 8:00 AM - 4:30 PM

Washington Road Campus, Rm. N209

#### Advanced Principles and Practices of IV Therapy

Build upon the principles of IV Therapy covered in NRS-344. Designed for the RN to enhance practice with patients requiring advanced IV therapies. Topics include: practical application and troubleshooting skills for central lines; IV therapies in the elderly and pediatric population; TPN and blood administration. *Prerequisite:* NRS344 Principles of IV Therapy

Cost: \$91 (MD Senior Adults: \$50)

**Course #: NRS-335-A4P**

Sat., Jun. 13, 8:00 AM - 4:30 PM

Washington Road Campus, Rm. N209

#### Principles of Education for Health Care Educators

Do students sleep in your classes? Discover creative teaching techniques for the classroom and clinical setting. Use these proven strategies to teach certified nursing assistant training, patient and community education, and in-service education. Review the principles of adult teaching and learning and how to overcome the barriers to learning. Get results with effective classroom and clinical evaluation methods. Meets the Maryland Board of Nursing requirements for teaching the CNA course.

Cost: \$140 (MD Senior Adults: \$30)

**Course #: AHE-635-A3**

Fri., Mar. 6 - 27, 12:00 - 4:15 PM (4 sessions)

Washington Road Campus, Rm. N104

**Course #: AHE-635-A4**

Fri., Jun. 12 - 26, 10:00 AM - 4:30 PM (3 sessions)

Washington Road Campus, Rm. N104

#### Qigong for Healthcare Providers

See Allied Health Occupations/Social Work section starting on p. 26 for course details.

#### RN Refresher - Part I - Theory

Provides learning experiences for nurses who have been out of the workplace and plan to return to work. Topics include treatment modalities, diagnostic measures, pathophysiological alterations, and current trends and issues in professional nursing. Combined with the clinical portion (NRS-409) course meets the Maryland Board of Nursing requirements to reactivate your license. Criminal background checks required for the clinical portion. Information will be distributed at first class session.

Cost: \$747 (MD Senior Adults: \$50); plus text

**Course #: NRS-271-A3BM**

Tue. & Thu., Jan. 20 - Apr. 21, 6:00 - 9:45 PM (25 sessions; no class 4/7 & 9)

Washington Road Campus, Rm. N205

#### Nurse Refresher Part 2

Build upon the skills and knowledge in Part I (NRS271). Includes managing patient care, documentation, medication administration, emergency procedures, evaluation of patient care and team member responsibilities. Criminal background checks are required for this clinical training. You must complete the background check process at least 21 days prior to the start of the clinical training. For information call 410-386-8100.

Cost: \$647 (MD Senior Adults: \$45)

**Course #: NRS-409-A4MP**

Tue., Thu. & Sat., Apr. 25 - Jun. 2; Apr. 25, 8:00 AM - 4:30 PM; Tue. & Thu., 6:30 - 10:45 PM; and Sat., May 2 - 16, 6:45 AM - 3:30 PM (15 sessions; no class 5/23 & 30)

Washington Road Campus, Rm. N211 and local clinical facilities

#### Spanish: Basic 1 & 2

See Languages section on p. 49 for course details.

#### Training Program for the Registered Nurse Case Manager/Delegating Nurse in Assisted Living

See Assisted Living Training section starting on p. 22 for course details.