

The Carroll County Community Mediation Center

Offering free mediation services to county residents

The Carroll County Community Mediation Center (CCMC), a nonprofit community and volunteer based organization, offers free mediation services to help resolve conflicts.

- Mediation is voluntary and confidential
- Mediation lets people speak for themselves and make their own choices.

Mediators are professionally trained volunteers who have completed classroom training, an apprenticeship, a series of evaluations and continuing education. They represent the racial, class, age and educational diversity of Carroll County.

CCCMC also provides public education on conflict resolution, conflict coaching, conflict resolution trainings adaptable to your group's needs, large group facilitation services and independent IEP facilitators.

Program offered under the auspices of Carroll Community College. The Center is supported by the Maryland Mediation and Conflict Resolution Office.

Call the Carroll County Community Mediation Center at 410-848-1764 for information on volunteer opportunities, services or an appointment.

For more information:
410-848-1764
www.carrollcc.edu

217-A11-0111 CAR

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 center directors. Can be taken as a credit or non-credit class.

Cost: \$303 (MD Senior Adults: \$30); plus text

Course #: CCT-327-A1BP

Mon., Aug. 29 - Dec. 12, 6:30 - 9:20 PM (15 sessions; no class 9/5)

Washington Road Campus, Rm. C269

Continuing Education

Child Development

New! Bullies No More: Expanded Version

Change the most challenging behaviors. Redefine, reframe, redirect, release, and reform your ideas about what bullies need to help them care, connect and cooperate. Get the tools you need to create relationships and environments that are bully free. *Instructor: Michele Barattucci*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-325-A2

Mon. & Wed., Nov. 14 & 16, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. T325

Children Who Need to Move to Learn: Ants in Their Pants

Busy children have an endless supply of energy and are on the move throughout the day. Learn techniques to give active learners support so they can excel in their learning environments. *Instructor: Michele Barattucci*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-418-A2

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

Washington Road Campus, Rm. K116

NEW! Fostering Emotional Intelligence in Children

Lack of focus, poor social skills, difficulty following directions, struggling with learning, lack of motivation - these are just a few of the behaviors you see in children with low emotional intelligence (EI). By fostering self awareness, self management, self direction and connecting to feelings, individuals are more in charge of their actions, abilities and choices. Practice fostering emotional intelligence in children through circle time activities, games, songs, science, literacy, math and art. *Instructor: Michele Barattucci*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-326-A2

Mon. & Wed., Oct. 10 & 12, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. A125

Helping Children Cope With Trauma

Gain a clearer understanding of trauma through a child's eyes. Identify ways to help children navigate their feelings and emotions when dealing with traumatic events. *Instructor: Kiersten Meyers*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-415-B2

Tue. & Thu., Dec. 13 & 15, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. T315

NEW! Watch and Observe Changing Behavior

Having difficulty understanding what is going on in your classroom? Seeing behaviors that are disturbing and unsettling without an understanding? Enhance your observation skills to answer these questions. Learn the importance of observation, a systematic approach to observe behaviors, and how to record observations in an appropriate manner. *Instructor: Kiersten Meyers*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-436-A2

Tue. & Thu., Oct. 11 & 13, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. T317

Curriculum

NEW! Bringing Creativity Back with Activity-Centered Learning

Develop learning tools for your classroom that are inexpensive and creative. With today's economy, expensive materials and the world "going green", learn to make your own creative learning classroom from items in and around your house! Learn how to make learning tools for all curriculum areas from recycled materials. Bring scissors and glue. *Instructor: Kiersten Meyers*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-437-A2

Tue. & Thu., Dec. 6 & 8, 6:30 - 9:45 PM (2 sessions)

Washington Road Campus, Rm. M055

NEW! Starting With Stories: Engaging Multiple Intelligences through Children's Books

Enrich any curriculum! Offer children numerous opportunities to demonstrate their unique abilities by integrating multiple intelligences into subject content to create meaningful experiences that link academics with daily living. Using children's books, participants will engage each intelligence across the domains of learning. *Instructor: Michele Barattucci*

Cost: \$49 (MD Senior Adults: \$30)

Course #: CCT-324-A2

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

Washington Road Campus, Rm. M060

Health, Safety & Nutrition

Medication Administration for Childcare Providers

Provides an overview of medication administration procedures in childcare centers and family childcare homes. Topics include: practices and procedures for administering over-the-counter and selected prescription medications to children in accordance with state childcare licensing requirements, observation methods, recording procedures, forms and schedules, and safe handling techniques. Students should bring a 3-ring binder to class. *Cost: \$57 (MD Senior Adults: \$35)*

Cost: \$57 (MD Senior Adults: \$35)

Course #: CCT-182-A2M

Mon. & Tue., Sep. 19 & 20, 6:00 - 9:15 PM (2 sessions)

Washington Road Campus, Rm. K133

Course #: CCT-182-B2M

Sat., Oct. 22, 9:00 AM - 4:00 PM

Washington Road Campus, Rm. N203

Course #: CCT-182-C2M

Sat., Nov. 19, 9:00 AM - 4:00 PM

Washington Road Campus, Rm. N203

Course #: CCT-182-D2M

Mon. & Tue., Dec. 12 & 13, 6:00 - 9:15 PM (2 sessions)

Washington Road Campus, Rm. N205

Professionalism

NEW! Coaching Employees to Peak Performance

Raise the bar on employee performance! Learn about the manager's role as a coach, the four facets of performance coaching, how to diagnose performance issues, elements of coaching conversations, and ways to reward and recognize employee progress. Recommended for all center directors and others with supervisory responsibilities. *Cost: \$89 (MD Senior Adults: \$30)*

Course #: CCT-433-A2

Tue. & Thu., Nov. 29 & Dec. 1, 6:00 - 9:15 PM (2 sessions)

Washington Road Campus, Rm. T317

NEW! Effective Performance Appraisals

Learn the factors that affect employee performance: how to document both good and poor performance, how to create SMART goals, and how to write employee development plans that motivate. Rater errors, pitfalls to avoid, and tips for conducting a successful appraisal meeting will also be discussed. Essential training for center directors and others with supervisory responsibilities. *Instructor: Suzanne Kondner*

Cost: \$89 (MD Senior Adults: \$30)

Course #: CCT-432-A2

Sat., Oct. 29, 9:00 AM - 4:00 PM

Washington Road Campus, Rm. K133

Suzanne Konder received rave reviews for her presentation at the 2011 Annual Child Care Training Day.

CPR & First Aid

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

See Allied Health & Nursing/CPR & First Aid section for course details.

Coming in Winter 2012

Entrepreneurship in Childcare Series: When Your Business is Caring for Children!

Educational Professionals

Para Professional (Teacher's Aide) Certification Program

Prepare to assist classroom teachers in instruction of mathematics, reading and writing. Required courses include topics in teaching mathematics, reading and writing, an overview of the job and an introduction to child development. Elective courses explore areas related to instruction including classroom management skills, teaching and learning theories and instructional methods. Prepares you to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation-based certification programs required by your state. You must successfully complete the five required courses and three elective courses to receive certificate. Students required to create a portfolio of their work which is included in the final lesson of each completed course.

Cost: \$2,995 (MD Senior Adults: \$2,125)

Course #: XXP-001-A2

Online

For information go to

www.theknowledgebase.org/carrollcc

Praxis I Preparation

Designed for prospective teachers to prepare for the Praxis I Exam. Participants will review fundamentals of reading, writing, and math tests needed for success with the exam. Useful test taking strategies and practice questions are included.

Cost: \$104 (MD Senior Adults: \$90)

Online; New sections begin monthly

For more information and course registration details go to www.ed2go.com/carrollcc

Solving Classroom Discipline Problems

The Classroom Computer

Using the Internet in the Classroom

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

CONSTRUCTION TRADES

Earn a Continuing Education Certificate

Prepare for professional certification, receive job training, improve your skill set and gain technical knowledge. For details go to carrollcc.edu/cecertificates

- Electrical Apprentice
- Home Energy Auditor
- Home Improvement Contractor
- Home Inspector
- HVAC Technician
- HVACR Apprentice
- Welder

Need help with your
career choice?
FREE monthly drop-in sessions

*Rm. A125
First Monday, 5:30 - 6:30 p.m.
Third Friday, 10 - 11 a.m.*

*Go to
www.carrollcc.edu/ctcareer
for details.
Call 410-386-8100 to reserve a seat.*

Build Your Toolkit

and Build Your Career in the Construction Trades!

Learn new skills or refresh your skills with Construction Trades classes

- Basic Blueprint Reading
- Basic Welding
- Estimating and Job Costing
- Applications in Environmental Systems 1 and 2—Entry Level HVAC Prep
- HVAC Journeyman's Exam Prep (Spring 2012)
- Refrigerant Reclamation Certification Training (Spring 2012)
- MHIC License Exam Prep
- Spanish for Construction

Look for these classes in the **Construction** section of this schedule.

325-A11-0611 CAR

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

Construction Apprenticeship Preparation Program

NEW! Prepare for an apprenticeship or entry level position in the construction trades. Earn a Continuing Education Certificate by completing six core courses and continue on in a specialty area such as carpentry, plumbing or electrical. Some grant funding is available to partially cover the tuition and fees. Offered in partnership with the Community College of Baltimore County. Call Continuing Education and Training at 410-386-8100 for more information and to register. For details go to carrollcc.edu/cet/construction.

Electrical

NEW! National Electric Code Standards for Solar Photovoltaic Systems

Review 2008 National Electric Code standards as they apply to wiring Solar Photovoltaic Systems. Topics include wire sizing for "output" circuits, inverters and disconnects, and Article 705 Interconnected Power Production Sources as it applies to Interactive Systems. Master Electricians - earn 3 hours of Continuing Education credit.

Cost: \$59 (MD Senior Adults: \$30)

Course #: **VOC-437-A2**

Tue., Oct. 18, 6:00 - 9:15 PM

Washington Road Campus, Rm. K133

Environmental/Green Technologies

EPA Certified Renovator Training

Comply with the EPA Renovation, Repair and Painting Rule and the HUD Lead Safe Housing Rule, and perform lead-safe work practices safely and effectively. Upon successful completion of this class, you will be an EPA Certified Renovator. This allows you to perform lead safe renovation, repair and painting work in pre-1978 housing and in child-occupied facilities where work will disturb lead-based paint. Certification is valid for five years from the course completion date. Instructor: Chris Gunther, Environmental Compliance Training & Consulting, LLC

Cost: \$199 (MD Senior Adults: \$165)

Course #: **TEC-431-A2**

Fri., Oct. 21, 8:30 AM - 4:30 PM

Washington Road Campus, Rm. K129

Course #: **TEC-431-B2**

Fri., Nov. 11, 8:30 AM - 4:30 PM

Washington Road Campus, Rm. N203

Fundamentals of Mold Inspection

Learn how to evaluate homes and buildings for mold. Topics include basic microbiology, causes of mold growth, different categories of mold and their health effects. You will also learn how to perform a thorough mold inspection using a 5-step process, how to take samples and how to interpret results.

Cost: \$425 (MD Senior Adults: \$355)

Course #: **VOC-896-A2**

Online

For information go to

www.theknowledgebase.org/carrollcc

Fundamentals of Sustainable Buildings

Designed for architects, technicians and engineers working in HVACR. The class is an introduction to green design practices, benefits, new green building ideas, and an overview of architectural decisions and their impact on sustainable and green project goals.

Cost: \$745 (MD Senior Adults: \$625)

Course #: **VOC-898-A2**

Online

For information go to

www.theknowledgebase.org/carrollcc

Green Certified Sustainability Professional

Earn a globally recognized Certified Sustainability Professional certificate to help your company develop sustainable practices to remain competitive and meet the needs of world markets while running a socially responsible business. This training is for administrators, supervisors, contract officers, procurement managers and employees who are part of a "green team" or forming a "green team." Topics covered: green purchasing fundamentals, corporate social responsibility essentials, carbon strategies, leading a green team and environmental management systems. Get the training you need for you, your team, or your company without blowing your budget or changing your schedule.

Cost: \$1,299 (MD Senior Adults: \$1,025)

Course #: **VOC-381-A2**

Online

For information go to

www.theknowledgebase.org/carrollcc

Green Construction Success

If you are in the construction trades in general contracting, carpentry, plumbing, electrical, or HVAC, you know that the industry is changing. New buildings, as well as remodeling projects, focus more and more on energy-savings and sustainability. Learn green building strategies in construction and home remodeling to be successful in the coming decade. Instructor: Don West, President of Double Diamond Construction, specializes in renovating houses and is a local leader in aspects of green building and construction.

Cost: \$79 (MD Senior Adults: \$30)

Course #: **SBA-587-A2**

Thu., Oct. 27 - Nov. 17, 7:00 - 9:00 PM (4 sessions)

Washington Road Campus, Rm. T315

LEED Green Associate Exam Prep

Prepare for the LEED Green Associate exam. This course is for professionals in the building industry who want to demonstrate green building expertise in non-technical fields of practice. The LEED Green Associate credential denotes basic knowledge of green design, construction and operations. It also serves as the first step for professionals pursuing a LEED AP specialization.

Cost: \$225 (MD Senior Adults: \$195)

Course #: **VOC-897-A2**

Online

For information go to

www.theknowledgebase.org/carrollcc

Home Energy Auditors and Weatherization Installers

With economic incentives now available for home weatherization, there is an increased demand for people who can do home energy analysis (audits) and install the required weatherization. Carroll Community College is offering training in these two "green" jobs in partnership with other community colleges in Maryland. Call Continuing Education & Training at 410-386-8100 for more information or to register.

Tuition **\$200**
...or more?
Pay in installments!

Go to
www.carrollcc.edu/factsplan
to learn more!

General

Basic Blueprint Reading

All construction professionals - whether working in the field or in the office - must know how to read blueprints. Gain an overview of the fundamental knowledge and skills needed to read and interpret basic blueprints and specifications as it relates to building construction projects. Topics include answering basic construction questions related to the layout and installation of materials at the jobsite, and identifying elementary problems or shortcomings of blueprints.

Cost: \$270 (MD Senior Adults: \$50); Includes text

Course #: **VOC-377-A2**

Mon., Sep. 19 - Nov. 21, 6:00 - 9:15 PM (10 sessions)

Washington Road Campus, Rm. K129

Construction Contracts and Negotiation

Gain the practical knowledge needed to understand and negotiate the terms and conditions typically found in construction contracts. Look at how contracts are created, some of the main clauses that appear in contracts, the contractual terms and conditions governing contracts, alternative contracting strategies and structures, and methods to be used in negotiating contracts. Includes text: Understanding & Negotiating Construction Contracts by Kit Werremeyer. Instructor: Sharon Hatcher

Cost: \$209 (MD Senior Adults: \$110); includes text

Course #: **SBA-599-A3**

Wed., Jan. 25 - Feb. 15, 2012, 6:00-8:30 PM (4 sessions)

Washington Road Campus, Rm. T315

Estimating and Job Costing

Learn the basic principles of construction estimating and how to interpret project information and process it into final, detailed estimates with accuracy. Topics include types of estimates, elements of an estimate, quantity take off techniques, pricing techniques, adjusting the estimate for a variety of variable factors, estimating labor, materials and equipment, and profit and overhead markups. Instructor: Sharon Hatcher has over 30 years of experience in business and management in the automotive repair and plumbing fields. She has a Masters Degree in Executive Leadership from Georgetown University and more than a decade of teaching experience.

Cost: \$276 (MD Senior Adults: \$56); includes text

Course #: **VOC-378-A2**

Wed., Sep. 14 - Nov. 16, 6:00 - 9:15 PM (10 sessions)

Washington Road Campus, Rm. K132

4-Year Apprenticeship Training Programs

Electrical Apprenticeship Program

- Offered in partnership with the Electrical Apprenticeship Program of Carroll County
- Approved by the Maryland State Department of Licensing, Labor, & Regulation
- For information and to apply for the program contact Linda Daigle-Jones at 410-876-2914.

HVACR Apprentice Program

- Offered in partnership with the Heating and Air Conditioning Contractors (HACC) of Maryland
- Approved by the Maryland State Apprenticeship and Training Council
- For information and to apply for the program contact Stephanie Anderson at 410-431-8889 or sanderson@haccmd.org or visit www.haccmd.org

For information on these apprenticeship programs or additional classes in the construction trades contact Continuing Education & Training.

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

324-A11-611 CAR

Spanish for Construction

See *Business & Small Business/Business* section for course details

Home Improvement & Inspection**Home Inspection Training**

Prepare for a career as a home inspector. Learn 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. This course has been approved by the Maryland Commission of Real Estate Appraisers and home inspectors to provide the home inspector pre-licensing training required to receive a home inspector license in Maryland.

Cost: \$790 (MD Senior Adults: \$110); **includes text Course #: VOC-330-A1**

Sat., Aug. 27 - Dec. 10, 8:00 AM - 3:00 PM

(14 sessions; no class 9/3 & 11/26)

Washington Road Campus, Rm. K127

MHIC License Exam Prep

Are you planning to start a home improvement business? Do you find that the self-study contractor's manual used for the exam is hard to understand? Prepare with an intensive review of the topics covered in the manual. Topics include: 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 will also be covered. The book is included in course cost. *Instructor: Larry Schaffert*

Cost: \$179 (MD Senior Adults: \$80); **includes text Course #: VOC-373-A2**

Sat., Oct. 22 & 29, 9:00 AM - 4:00 PM (2 sessions)

Washington Road Campus, Rm. K115

Course #: VOC-373-A3

Sat., Feb. 18 & 25, 9:00 AM - 4:00 PM (2 sessions)

Washington Road Campus, Rm. K115

Course #: VOC-373-A4

Sat., May 12 & 19, 9:00 AM - 4:00 PM (2 sessions)

Washington Road Campus, Rm. K115

HVAC**Applications in Environmental Systems 1**

This course is designed to provide students with the skills needed to work in entry-level positions with Environmental Systems employers. Students will learn heating and cooling theory, copper, plastic, and ferrous metal piping practices, soldering and brazing, basic principles of electricity, and installation techniques. Required Text: Modern Refrigeration and Air Conditioning from Goodhart & Wilcox.

Cost: \$569 (MD Senior Adults: \$80); **plus text Course #: VOC-220-A3B**

Tue., Sep. 6 - Feb. 7, 6:00 - 9:15 PM

(20 sessions; no class 11/22, 12/20 & 12/27)

Carroll County Career and Technology Center

Applications in Environmental Systems 2

This course will give students who finished Applications in Environmental Systems 1 an opportunity to gain additional competencies relating to installation, troubleshooting, and repair of heating and cooling systems. Course includes refrigerant transition and recovery certification. Adults will work together with their instructor to identify required competencies. *Prerequisites:* Applications in Environmental Systems 1 or a working knowledge of heating and cooling systems. Required Text: Modern Refrigeration and Air Conditioning from Goodhart & Wilcox.

Cost: \$309 (MD Senior Adults: \$84); **plus text Course #: VOC-094-A3B**

Tue., Feb. 28 - May 15, 6:00 - 9:15 PM

(10 sessions; no class 4/3 & 4/10)

Carroll County Career and Technology Center

HVAC Journeyman's Exam Preparation

This course provides a structured exam preparation to help an apprentice master the material on the journeyman HVAC exam. Course covers all the subjects on which you will be tested including air conditioning, air distribution, heat pumps, gas heating, oil heating and electrical components. Techniques and strategies for taking the exam included. Required text: Modern Refrigeration and Air Conditioning (Goodheart & Wilcox).

Cost: \$159 (MD Senior Adults: \$30); **plus text Course #: VOC-116-A4B**

Thu., Apr. 19 - May 24, 6:00 - 9:15 PM (6 sessions)

Carroll County Career and Technology Center

NEW! Heat Pumps

Gain a thorough understanding of the principles and practices used in troubleshooting heat pump systems, including concepts and terminology. Includes instruction on both air-to-air and geo-thermal heat pumps. Learn about balance points, coefficient of performance, energy efficiency ratio, degree days and considerations for selecting the best location for indoor and outdoor installation. Prior knowledge or experience with heat pumps recommended.

Cost: \$325 (MD Senior Adults: \$96); **includes text Course #: VOC-436-A2**

Thu., Sep. 8 - Dec. 8, 6:00 - 9:15 PM

(10 sessions; no class 9/29, 10/20, 11/3 & 11/24)

Washington Road Campus, Rm. K128

Oilheat Technician Training (Silver Level)

Create a career path for yourself in the oilheat industry. Provides training in basic design, safety and repair of oilheating equipment.

Topics include heating oil and its properties, oil burning emissions, basic electricity, ignition systems, heating systems, servicing procedures and energy conservation. This course prepares you to take the Silver Level certification exam administered by the National Oilheat Research Alliance (NORA). *Prerequisite:* must currently be employed in the HVAC, plumbing, or electric fields or work as a mechanical contractor. Text included in course. *Instructor: Ralph Adams, III, certified instructor and Service Manager, Parker Fuel*

Cost: \$895 (MD Senior Adults: \$100); **includes text Course #: VOC-278-A2**

Mon. & Thu., Sep. 1 - Jan. 23, 6:00 - 9:15 PM

(33 sessions; no class 9/5, 9/29, 10/20, 11/24, 12/19, 12/22,

12/26, 12/29 & 1/16/2012)

Washington Road Campus, Rm. K128 (Mondays)

Carroll County Career and Technology Center (Thursdays)

Refrigerant Reclamation Certification Training

You must be certified under section 608 of the Clean Air Act to work on stationary air conditioners and refrigeration systems. This course provides a six hour review of the theory and practice in working with reclamation of refrigerants and the certification tests to receive Type I, II, III and Universal certification. The certification test is administered during the final class. Cost includes testing fee. *Instructor: Chuck Colson*

Cost: \$124 (MD Senior Adults: \$65)

Course #: VOC-772-A4

Wed., May 9 - 23, 6:00 - 9:15 PM (3 sessions)

Carroll County Career and Technology Center

Industrial**Preparation for the Maryland Stationary Engineers Certification Exam**

If you are an experienced Stationary Engineer preparing for the licensing examination, this course will assist you. Review the exam qualifications, basic boiler construction and classification, boiler care and operation, safety, pumps, fire prevention, and control devices.

Instructor: Mac Hunter

Cost: \$465 (MD Senior Adults: \$105); **includes text Course #: VOC-543-A1**

Wed., Aug. 31 - Dec. 14, 6:00 - 9:15 PM

(15 sessions; no class 11/23)

Washington Road Campus, Rm. K128

Course #: VOC-543-A3

Wed., Mar. 7 - Jun. 20, 6:00 - 9:15 PM

(15 sessions; no class 4/4/2012)

Washington Road Campus, Rm. T325

Welding**Basic Welding**

An introduction to the basics of gas and arc welding for beginning welders. Safe and proper handling of welding equipment will be covered as well. Topics include the basics of the electrode, gas torch, and oxy-acetylene torch; brazing and soft soldering; proper selection of appropriate welding process for various metals. Gain practical experience with welding equipment. For safety reasons, students must wear the following to class: long sleeve cotton shirt, long pants (jeans are best), hard shoes (no tennis shoes).

Cost: \$370 (MD Senior Adults: \$135)

Course #: VOC-015-A2

Tue., Sep. 6 - Nov. 8, 6:00 - 9:15 PM (10 sessions)

Carroll County Career and Technology Center

Course #: VOC-015-B2

Wed., Sep. 7 - Nov. 9, 6:00 - 9:15 PM (10 sessions)

Carroll County Career and Technology Center

INFORMATION TECHNOLOGY: OFFICE & WORKPLACE**Earn a Continuing Education Certificate**

Receive job training, improve your skill set and gain technical knowledge. For details go to carrollcc.edu/cecertificates

- Computer Graphic Designer
- Office Administration
- Office Technology
- Website Designer

Getting Started**Introduction to Computers**

What are computers all about? 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 gives students (no matter how old or young) the information needed to get started in the world of computing. No prior computer experience needed.

Cost: \$149 (MD Senior Adults: \$149); **includes text Course #: XXZ-577-A2**

Mon. & Wed., Sep. 12 - 28, 6:30 - 8:30 PM (6 sessions)

Washington Road Campus, Rm. K203

Course #: XXZ-577-B2

Mon. & Wed., Oct. 31 - Nov. 16, 6:30 - 8:30 PM (6 sessions)

Washington Road Campus, Rm. K203

Internet Basics

Uncover all that the Internet has to offer in this step-by-step course. Topics include: how to stay safe on the Internet, searching for information and websites, setting up email accounts and more!

Cost: \$39 (MD Senior Adults: \$39)

Course #: XXZ-906-A2

Wed., Oct. 12, 6:00 - 9:00 PM

Washington Road Campus, Rm. K203

Course #: XXZ-906-B2

Tue., Nov. 1, 9:00 - 12:00 PM

Washington Road Campus, Rm. K203

Introduction to Mac Computers

Take charge of your Mac. Or, if you're switching from PC to a Mac, get started here. This hands-on class puts you in the driver's seat of the Snow Leopard operating system. Learn to manage files, use the multitude of available Mac programs, and take advantage of the Mac's networking and communications tools. Topics include: using and customizing the Mac operating system, keeping files organized, searching for documents using the Internet and running Microsoft Windows on a Mac. No prior computer experience needed.

Cost: \$89 (MD Senior Adults: \$89); **includes text Course #: XXZ-039-A2**

Mon. & Wed., Oct. 3 - 10, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. T319

Course #: XXZ-039-B2

Mon. & Wed., Dec. 5 - 12, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. T319

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: \$149 (MD Senior Adults: \$78); **includes text Course #: DAP-209-A2**

Mon. & Wed., Oct. 3 - 10, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-209-B2

Mon. & Wed., Dec. 5 - 12, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Managing Files and Folders

You may be comfortable accessing the Internet and your email, but do you know how to save, locate and store files? Learn the correct methods of working with and saving files and folders in this hands-on class. Learn to correctly and efficiently use features such as cut, copy, paste, Save and Save As. Other topics include copying, renaming, deleting, moving, restoring and finding files. *Prerequisites:* Introduction to Computers or Introduction to Windows or equivalent experience.

Cost: \$185 (MD Senior Adults: \$78); **includes text Course #: DAP-448-A2**

Mon. & Wed., Oct. 17 - 26, 6:00 - 9:15 PM (4 sessions)

Washington Road Campus, Rm. K203

Microsoft Office Suite**Word Level 1**

Whether you're a beginner with Microsoft Word or you've been using it for some time, this course explains many of the most powerful - yet underused - features to save you time. Topics include creating, modifying and formatting documents, setting up mail merges, creating bulleted and numbered lists, setting tabs, and shortcuts. *Prerequisites:* Experience with mouse, keyboard and basic Windows functions.

Cost: \$149 (MD Senior Adults: \$80); **includes text Course #: DAP-014-A2**

Fri., Sep. 9, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-014-B2

Mon. & Wed., Oct. 17 - 24, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K204

Course #: DAP-014-C2

Fri., Nov. 4, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204