

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



Four Options to Earn a Continuing Education Certificate

Website Design

This certificate recognizes achievement in gaining knowledge in website design.

Courses may be taken in any order, but any Level 1 course must be taken before the Level 2 course of the same program.

Complete four core courses:

- Dreamweaver Level 1
- Dreamweaver Level 2
- Flash Level 1
- Designing Effective Websites

Complete any two of the following electives:

- Flash Level 2
- Creating Database Driven Websites
- Search Engine Optimization

Computer Graphics

This certificate recognizes achievement in gaining knowledge in computer graphics applications.

Courses may be taken in any order, but any Level 1 course must be taken before the Level 2 course of the same program.

Complete three core courses:

- Photoshop Level 1
- Illustrator Level 1
- InDesign Level 1

Complete any two of the following electives:

- Photoshop Level 2
- Illustrator Level 2
- InDesign Level 2
- Photoshop Photo Printing and Color
- Photoshop Web Production

Office Technology

This certificate recognizes achievement in gaining knowledge in computer applications for business and personal use.

Courses may be taken in any order, but it is recommended students begin with Introduction to Windows.

Complete three core courses:

- Introduction to Windows
- Word Level 1
- Excel Level 1

Complete any two of the following electives:

- PowerPoint Level 1
- Outlook Level 1
- Access Level 1
- Publisher Level 1

Office Administration

This certificate recognizes achievement in gaining knowledge in the technology and skills required for careers in office administration.

Courses may be taken in any order. Students must have a high school diploma or equivalent certificate.

Complete the following courses:

- Keyboarding
- Introduction to Windows*
- Word Level 1*
- Excel Level 1*
- PowerPoint Level 1*
- Outlook Level 1*
- QuickBooks Pro Level 1
- Business Communications
- Managing Priorities
- Small Office Organization
- Understanding Accounting and Financial Statements
- Delivering Extraordinary Customer Service

**Completion of these 5 courses will earn a Continuing Education Certificate in Office Technology. Completion of all courses listed above will additionally earn a Continuing Education Certificate in Office Administration.*

Word Level 2

Take your Word skills to the next level. Learn to create and modify tables, develop and implement text styles and utilize templates. Additional topics include setting headers and footers, managing long documents, adding graphics and clip art, and working with common document types, such as newsletters, brochures and manuals. *Prerequisites:* Word Level 1 or equivalent experience.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-015-A2

Fri., Sep. 23, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-015-B2

Fri., Nov. 18, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-015-C2

Mon. & Wed., Nov. 28 - Dec. 5, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K204

Word Level 3

Become a "Word Power User". Explore the more advanced features of Word, such as building a table of contents and index, adding cross-references, tracking user changes, and building macros. Other topics include: sharing documents with others, securing document content, creating forms, and integrating Word with other programs. *Prerequisites:* Word Level 2 or equivalent experience.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-016-A2

Fri., Oct. 7, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Excel Level 1

Not just for those new to Excel! Take advantage of Excel's powerful spreadsheet capabilities. Learn to construct and modify worksheets, incorporate formulas and functions, develop charts, hide data and utilize shortcuts. Additional topics include formatting data, printing options, and inserting automatically updating dates. *Prerequisites:* Experience with a mouse, keyboard and Windows.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-017-A2

Fri., Sep. 16, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-017-B2

Fri., Nov. 11, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-017-C2

Mon. & Wed., Nov. 14 - 21, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K204

Excel Level 2

Let Excel do the work for you! Learn to incorporate templates and graphics into your spreadsheets, work with multiple-sheet workbooks, and utilize tables. Other topics include: using higher-level formulas, financial functions, and protecting and locking your data. *Prerequisites:* Excel Level 1 or equivalent experience.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-018-B1

Mon. & Wed., Aug. 22 - 29, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K204

Course #: DAP-018-A2

Fri., Sep. 30, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-018-B2

Fri., Dec. 2, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-018-C2

Mon. & Wed., Dec. 7 - 14, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K204

Excel Level 3

Bring your spreadsheets to life! In this hands-on course you will use powerful lookup functions, auditing tools, macros, advanced formatting and analysis tools, and PivotTables. Additional topics include importing data, integrating Excel with other programs and merging workbooks. *Prerequisites:* Excel Level 2 or equivalent experience.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-019-A2

Fri., Oct. 14, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

PowerPoint Level 1

Create impressive presentations with PowerPoint. Explore how to integrate transitions, animations, sound and charts. Create outlines, notes or audience handouts quickly and easily, and see how to transport your presentation to any computer, even ones without PowerPoint! *Prerequisites:* Experience with a mouse, keyboard and basic Windows functions.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-020-A2

Thu., Sep. 15, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-020-B2

Thu., Dec. 1, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

PowerPoint Level 2

Go beyond using the everyday templates in PowerPoint and learn to create presentations that will WOW co-workers and clients. Discover the more advanced presentation skills: tables, slideshow timings, adding video and movies, creating agendas, and using themes. *Prerequisites:* PowerPoint Level 1 course or equivalent experience.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-083-A2

Thu., Sep. 29, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-083-B2

Thu., Dec. 15, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Access Level 1

Store, organize and manage your data efficiently and easily. In this hands-on course, learn to create and manage all of the necessary components of a database, including tables and queries. Other topics include: entering, modifying, and maintaining data, working with forms and reports, setting up databases, and developing more powerful queries. *Prerequisites:* Basic computer skills and some familiarity with other Office programs is recommended.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-029-A2

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

Washington Road Campus, Rm. K204

Course #: DAP-029-B2

Thu., Oct. 13, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Access Level 2

Learn advanced database skills, such as customizing forms, setting up advanced controls, and working with advanced queries. Other topics include: setting up relational databases, working with multiple tables and performing calculations. *Prerequisites:* Access Level 1 or equivalent knowledge.

Cost: \$149 (MD Senior Adults: \$80); includes text

Course #: DAP-002-A2

Thu., Nov. 3, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Once you have successfully completed all required courses, call Continuing Education & Training at 410-386-8100 to receive a certificate validation form.



For complete course listings or to register go to carrollcc.edu/cecificates or call Continuing Education & Training at 410-386-8100

Outlook Level 1

Send and receive email and use the Outlook calendar to set up appointments and meetings with ease. This course will cover how to use Outlook to send and receive email, store information in contacts, use the calendar's scheduling features, and create tasks and notes. Users of all versions of Outlook will benefit from this course. *Prerequisites:* Basic keyboard and mouse skills and familiarity with Windows. *Cost: \$149 (MD Senior Adults: \$80); includes text*
Course #: DAP-052-A2
Thu., Oct. 6, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. K204

Publisher Level 1

Create a newsletter, event program or flyer with a few clicks of the mouse! Whether it's for school, home or business use; you can create high impact publications easily with Publisher. Built in templates guide you to a professional looking document that will have everyone saying "Wow! How did you do that?" Other topics include importing digital photos into publications, editing photos and incorporating graphics and text. Benefits users of all versions of Publisher. *Prerequisites:* Basic keyboard and mouse skills and familiarity with Windows. *Cost: \$149 (MD Senior Adults: \$80); includes text*
Course #: DAP-483-A2
Thu., Sep. 22, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. K204

Publisher Level 2

Learn the really useful features of Microsoft Publisher. Move beyond the basics to advanced publication design skills. Efficiently create business cards, brochures, tables, business forms and even web pages. Learn to use Publisher's mail merge feature for catalogs, advertising and mailings. Benefits users of all versions of Publisher. *Prerequisites:* Publisher Level 1 or equivalent experience. *Cost: \$149 (MD Senior Adults: \$80); includes text*
Course #: DAP-484-A2
Thu., Oct. 20, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. K204

Business Technology**Quickbooks Pro Level 1**

Use this money management software package to handle cash disbursements, receipts, accounts payable, accounts receivable, general ledger, financial statements and backing up/restoring data. *Prerequisites:* Familiarity with basic computer skills, keyboard, mouse and use of Windows. *Cost: \$185 (MD Senior Adults: \$75)*
Course #: DAP-591-A2
Fri., Sep. 9 & 16, 9:00 AM - 4:00 PM (2 sessions)
 Washington Road Campus, Rm. K203
Course #: DAP-591-B2
Tue. & Thu., Nov. 1 - 10, 6:00 - 9:15 PM (4 sessions)
 Washington Road Campus, Rm. K203

Social Media Workshop

Grow your business with Social Media! Learn about the four top social media tools: Twitter, LinkedIn, Facebook and YouTube. Topics include: social media etiquette, engaging your target markets and making the most of each media outlet's tools. *Prerequisites:* Students must have accounts on each of these four social media sites prior to the start of class. *Instructor: Jeannine Morber.* *Cost: \$199 (MD Senior Adults: \$199)*
Course #: XXZ-094-A2
Tue., Sep. 13 & 20, 6:00 - 8:30 PM (2 sessions)
 Washington Road Campus, Rm. K203

Technology Tips for the Administrative Professional

Short on time? Learn the most useful time saving shortcuts to work more efficiently in the programs you're already using. Designed for Administrative Professionals, you will learn time saving shortcuts in Word and Excel, efficient email tracking in Outlook, PowerPoint presentation tips, and other helpful hints. *Prerequisites:* Basic computer skills and some familiarity with Office programs is recommended. *Cost: \$39 (MD Senior Adults: \$39)*
Course #: XXZ-675-A2
Wed., Sep. 28, 1:00 - 4:00 PM
 Washington Road Campus, Rm. K203
Course #: XXZ-675-B2
Tue., Nov. 29, 1:00 - 4:00 PM
 Washington Road Campus, Rm. K203

Computer Graphics & Web Design**Photoshop Elements Level 1**

Discover what digital photographers are talking about! Created specifically for the home user or small business owner, Adobe Photoshop Elements combines powerful photo-editing functionality with intuitive organizing and sharing capabilities. Make quick fixes or use advanced editing options for more control. Organize your photos using Elements unique calendar layout and you'll never have to search for images again. Show off your creativity with dynamic slide shows, themed photo e-mail and more. *Prerequisites:* Basic keyboard and mouse skills and familiarity with Windows. *Cost: \$129 (MD Senior Adults: \$87); includes text*
Course #: DAP-519-A2
Tue. & Thu., Sep. 13 - 20, 6:30 - 8:50 PM (3 sessions)
 Washington Road Campus, Rm. T321
Course #: DAP-519-B2
Sat., Oct. 8, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T321

Photoshop Elements Level 2

Take your photo editing skills to the next level. Work with advanced color options, red eye reduction techniques, adjusting skin tones, correcting exposure problems, image repair and touchup, and adding text to photos. *Prerequisites:* Photoshop Elements Level 1 or equivalent experience. *Cost: \$129 (MD Senior Adults: \$82); includes text*
Course #: DAP-520-A2
Tue. & Thu., Nov. 1 - 8, 6:30 - 8:50 PM (3 sessions)
 Washington Road Campus, Rm. T321

Photoshop Level 1

Artists, graphic designers, photographers and hobbyists rely on Photoshop for design work, but even a beginner can customize and edit photos like a pro! Understand image file types, and apply basic photo editing features such as cropping and red eye reduction. Learn to utilize features such as layers, masking and gradients. Discover shortcuts to increase your productivity! *Prerequisites:* Experience with Windows based programs and mouse skills required. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-185-A2
Fri., Sep. 9, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-185-B2
Mon. & Wed., Oct. 17 - 24, 6:30 - 8:50 PM (3 sessions)
 Washington Road Campus, Rm. T319
Course #: DAP-185-C2
Fri., Oct. 28, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Photoshop Level 2

Unleash your photo creativity! Create impact with filters by altering lighting effects and changing backgrounds of your photos. Apply transparent areas in images to be used with other applications. Learn how to retouch and restore old damaged photographs. Further your understanding of isolating image areas by creating and saving masks with specialized tools, commands, modes and layer elements. Discover how to adjust the print settings to achieve maximum output from your printer. *Prerequisites:* Photoshop Level 1 or equivalent experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-186-A2
Fri., Sep. 30, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-186-B2
Fri., Dec. 2, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Dreamweaver Level 1

Create dynamic web pages containing text, images, hyperlinks and other multi-media elements with Adobe Dreamweaver, a web design software. Learn to create web page elements, tables and interactive buttons. Discover design tools embedded in Dreamweaver that will make even the most complicated page easy to make. It's the preferred program choice of web designers! *Prerequisites:* Familiarity with Windows, the Internet and some HTML knowledge preferred. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-429-A2
Tue., Sep. 6, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-429-B2
Mon. & Wed., Oct. 31 - Nov. 9, 6:30 - 8:50 PM (3 sessions; no class 11/7)
 Washington Road Campus, Rm. T319
Course #: DAP-429-C2
Fri., Nov. 4, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Dreamweaver Level 2

Make your site interactive! Learn advanced concepts of the Dreamweaver Web development application. Work with advanced Web site creation features including libraries and behaviors. Create style sheets and dynamic user-interface elements, including simple rollovers and complex navigation bars. *Prerequisites:* Dreamweaver Level 1 or equivalent experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-442-A2
Fri., Oct. 7, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-442-B2
Fri., Dec. 9, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Flash Level 1

Create eye catching animation for your website. This introductory course is for designers and budding developers new to the Flash environment. You will learn drawing, adding text, and creating symbols, animations and special animations. *Prerequisites:* Dreamweaver Level 1 or similar web page development experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: TEC-266-A2
Fri., Sep. 23, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: TEC-266-B2
Fri., Nov. 18, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Flash Level 2

Get hands-on experience with the advanced features of Flash. Topics include: creating interactive navigations, incorporating sound and video, using Flash components, loading and controlling content and publishing Flash documents. *Prerequisites:* Flash Level 1 or equivalent experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-572-A2
Fri., Oct. 14, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-572-B2
Fri., Dec. 16, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

InDesign Level 1

From ads to flyers to booklets, InDesign helps you design and produce professional print documents and layouts. Learn how to manipulate text, shapes, colors and frames to create eye-catching print products using hands-on, interactive exercises that help ensure student success. Topics include: navigation within the program and integration with Illustrator and Photoshop, working with text, setting up documents and working with frames and color. *Prerequisites:* Experience with Windows based programs and mouse skills required. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-441-A2
Tue., Sep. 20, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-441-B2
Tue., Nov. 8, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

InDesign Level 2

Increase the quality of your InDesign document. Explore the advanced features of InDesign, such as working with color transparencies and styles, importing and modifying graphics, and creating rich interactive documents. Other topics include incorporating tables, working with clipping paths, and adjusting typography. *Prerequisites:* InDesign Level 1 or equivalent experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-574-A2
Tue., Oct. 4, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Illustrator Level 1

Create a variety of graphic designs such as logos and advertisements with Adobe Illustrator. Topics include: creating logos with shapes and custom paths, using gradients to enhance graphics, manipulating text, importing graphics and creating advertisements. *Prerequisites:* Basic keyboard and mouse skills and familiarity with Windows. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-440-A2
Tue., Sep. 13, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-440-B2
Tue., Nov. 1, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319

Illustrator Level 2

Take your Adobe Illustrator skills to the next level! Work with advanced features such as blending shapes and colors, applying appearance attributes and graphic styles, and utilizing type, brushes, symbols and layers. Learn to combine Illustrator graphics with other programs and how to import from Photoshop. *Prerequisites:* Illustrator Level 1 or equivalent experience. *Cost: \$185 (MD Senior Adults: \$93); includes text*
Course #: DAP-573-A2
Tue., Sep. 27, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319
Course #: DAP-573-B2
Tue., Nov. 15, 9:00 AM - 5:00 PM
 Washington Road Campus, Rm. T319