

Designing Effective Websites

A poorly designed web site can drive away visitors and hurt a business. Learn the best practices of effective web site design. Topics include: appropriate site organization and structure, web site appearance, browser safe colors, viewing and accessibility, site navigation, the use of graphics and web site testing.

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

Course #: XXZ-908-A2

Wed., Sep. 28, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

Course #: XXZ-908-B2

Wed., Nov. 30, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

Search Engine Optimization

Apply search engine optimization to your website. Learn the benefits of using SEO and discover the ?unwritten rules? for effective usage and how to avoid being shut out by major search engine providers. Topics include: the effective use of meta tags, keywords, text and images and links, and planning for SEO.

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

Course #: XXZ-907-A2

Wed., Oct. 19, 6:00 - 9:00 PM

Washington Road Campus, Rm. T321

Course #: XXZ-907-B2

Wed., Dec. 14, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

NEW! Introduction to WordPress

Learn what WordPress is, what it can do, how it can be used for either a blog or a website, or both. Take a tour of the WordPress “Dashboard” and find out how to install WordPress as a website or sign up for a WordPress blog account. *Instructor: Jeannine Morber.*

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

Course #: XXZ-060-A2

Tue., Oct. 11, 6:00 - 7:30 PM

Washington Road Campus, Rm. K203

NEW! WordPress Workshop for Beginners

Learn basic WordPress settings and features for both users of the installed version of WordPress (Wordpress.org) and the WordPress.com hosted version. This is a hands-on workshop. Students will work on their own WordPress account. *Prerequisite:* Introduction to WordPress or instructor permission. *Instructor: Jeannine Morber.*

Cost: \$149 (MD Senior Adults: \$149)

Course #: XXZ-061-A2

Tue., Oct. 18, 6:00 - 8:30 PM

Washington Road Campus, Rm. K203

NEW! WordPress Workshop for Intermediate Users

Learn the more advanced features of WordPress, such as Plugin installation and installing and using Search Engine Optimization and Google Analytics tools. This class is for the installed version of WordPress users only. *Prerequisite:* WordPress Workshop for Beginners or instructor permission. *Instructor: Jeannine Morber.*

Cost: \$149 (MD Senior Adults: \$149)

Course #: XXZ-062-A2

Tue., Oct. 25, 6:00 - 8:30 PM

Washington Road Campus, Rm. K203

Online Training

Video Game Design and Development

This program is an appropriate starting point for students who seek a professional career as a video game designer and developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

Cost: \$1,995 (MD Senior Adults: \$1,995)

Course #: XXG-067-A4

Online

For information go to www.gatlineducation.com/carrollcc

Web Database Developer

Students will gain intermediate IT training, advanced knowledge and skills needed in utilizing and leveraging IT databases on the Internet. Students will be able to incorporate database design, development, and deployment into e-commerce sites, dynamic web sites, and business-to-business data collaboration.

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

Course #: XXG-011-A4

Online

For information go to www.gatlineducation.com/carrollcc

Webmaster

This online program prepares students for a dynamic Internet-based career as a Webmaster. Webmasters design, develop, and maintain web sites. This Webmaster program begins by teaching simple webpage development and progresses by introducing new concepts by involving students in active webpage implementation using HTML and Dynamic HTML. Textbook is included.

Cost: \$1,795 (MD Senior Adults: \$1,795)

Course #: XXG-057-A4

Online

For information go to www.gatlineducation.com/carrollcc

INFORMATION TECHNOLOGY: PROFESSIONAL

Earn an Information Technology Certification

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

- A+ Certified Computer Technician
- Network Engineer (Cisco Certified Network Associate)
- Network Technician (Network+ Certification)
- Systems Security Analyst (Security+ Certification)

Information Technology Certification Training

Become a CompTIA A+ Certified Professional!

If you are getting ready for a career as an entry-level information technology professional or personal computer service technician, the CompTIA A+ Certification course is the first step in your preparation. Whether you plan to work in a mobile or corporate environment, this course provides the background knowledge and skills you will require to be successful. It will also assist you in preparing for the following certification exams:

- CompTIA A+ Essentials 220-701
- CompTIA A+ Practical Application 220-702

A+ Certification

Acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize and perform preventative maintenance of basic personal Computer hardware and operating systems. *Prerequisites:* Familiarity with Windows based personal computers and components, ability to search on the internet and understanding of file management in Windows Explorer (cut, copy and rename files).

Cost: \$995 (MD Senior Adults: \$175); includes text, study guide & technician toolkit

Course #: TEC-007-A2

Tue. & Thu., Sep. 6 - Nov. 17, 6:00 - 9:45 PM (22 sessions)

Washington Road Campus, Rm. M062

Network+ Certification

Learn the fundamentals and basics of networking. Through hands-on training, students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps prepare students for CompTIA's Network+ Certification. This course can be the first step in achieving a Windows MCSE or CNE Certification. *Prerequisite:* A+ certification courses or similar experience.

Cost: \$495 (MD Senior Adults: \$135); includes text

Course #: DAP-434-A2

Mon. & Wed., Sep. 26 - Oct .26, 6:00 - 9:45 PM (10 sessions)

Washington Road Campus, Rm. M062

Security+ Certification

Prepares students for the CompTIA Security+ certification exam. Topics include: preventing against external attacks, fundamentals of computer security, infrastructure security, communications security, and cryptography, as well as mitigation techniques and hacking. *Prerequisites:* Network+ certification or equivalent experience.

Cost: \$495 (MD Senior Adults: \$135); includes text

Course #: TEC-426-A2

Mon. & Wed., Nov. 7 - Dec. 14, 6:00 - 9:45 PM

(10 sessions; no class 11/21 & 11/23)

Washington Road Campus, Rm. M062

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-A4

Online

For information go to www.gatlineducation.com/carrollcc

OCCUPATIONAL TRAINING

Earn a Continuing Education Certificate

Prepare for professional certification, industry licensure or a new occupation. For details go to carrollcc.edu/cecertificates

- Animal Control Officer
- Travel Agent
- Truck Driver—CDL-A & B
- Veterinary Assistant

Automotive

Automotive Service Excellence (ASE) Recertification Exam Prep

Prepare for recertification through the National Institute for Automotive Service Excellence

(ASE) certification tests in your specialty area(s) - modules A1 - A8. The class covers various types of ASE-style questions and content on the ASE test. Tips on ways to apply your automotive knowledge to interpret questions and test-taking skills included. A test prep manual is also included.

Cost: \$279 (MD Senior Adults: \$50); includes text

Course #: VOC-375-A2

Sat., Oct. 1 - 15, 9:00 AM - 4:00 PM (3 sessions)

Washington Road Campus, Rm. K115

Forest Conservation

Forest Conservation Qualified Professional Training

Take this highly interactive class to learn what you need to know to make your Forest Stand Delineations comply with the Maryland Forest Conservation Act. Learn the science in the classroom, and then get out in the field to collect data and practice in teams to develop a Forest Conservation Plan to meet the requirements of the Act. This course is a necessary element to apply for “Qualified Professional” status with the Maryland Department of Natural Resources.

Cost: \$523 (MD Senior Adults: \$78); includes text

Course #: TEC-350-A2

Wed. - Sat., Sep. 21 - Oct. 7, Wed., 6:00 - 9:45 PM; Thu.,

Fri., & Sat., 8:00 AM - 5:00 PM

(7 sessions; no class 9/28, 9/29, 9/30 & 10/1)

Washington Road Campus, Rm. T325

Human Resources

HRCI/PHR Certification Program

The Human Resource Certification Institute (HRCI) is the credentialing affiliate of the Society for Human Resource Management (SHRM), the world's largest association devoted to professional human resource management. HRCI works to define and maintain the HR body of knowledge, and offers assessments and certification of this knowledge. Human Resource certification demonstrates mastery of the HR body of knowledge and is widely accepted as a symbol of professional achievement. This online 13 course series entitled the HRCI/ Professional in Human Resources Certification Program, which maps to the six functional areas, is an excellent tool for helping learners refresh for the PHR exam.

Cost: \$1,325 (MD Senior Adults: \$958)

Course #: VOC-388-A2

Online

For information go to

www.theknowledgebase.org/carrollcc

Start Truckin'!

Train for a career as a Commercial Truck Driver

The nationwide shortage of commercial truck drivers will result in a need for 400,000 new drivers over the next 10 years, according to the American Trucking Industry.

GET ON BOARD NOW!

Carroll Community College, in partnership with the Community College of Baltimore County, offers:

- 4-week CDL-A and 2-week CDL-B classes combining classroom sessions and on-the-road practice on a driving range.
- Experienced instructors providing personal attention
- State of the industry equipment.
- Job search tips are included!

Classes start monthly and are held Monday–Friday.

Classroom sessions are held 8 a.m.–4 p.m.

Range sessions are held 7:00 a.m.–3:00 p.m.

SCHOLARSHIPS AVAILABLE FOR CARROLL COUNTY RESIDENTS!

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

Human Resources Certificate

This comprehensive online program includes ten courses: Managing Diversity in the Workplace, Behavioral Interviewing, Recruiting & Retention Strategies for the Tight Labor Market, Effective Hiring and Interviewing, HRCI/PHR Certification Program, HRCI/SPHR (Senior Professional Human Resource), New Employee Orientation, Human Resources Management Essentials, Managing Diversity and Inclusiveness, Hostility and Aggression in the Workplace. Target audience; managers, team leaders, supervisors, human resources directors, organizational development directors and employees

Cost: \$1,995 (MD Senior Adults: \$1,530)

Course #: XXP-007-A2
Online

For information go to www.theknowledgebase.org/carrollcc

Law/Legal

Becoming a Notary: Learning the Rules & Regulations

Learn about the roles, regulations, and current practices in performing the responsibilities of a notary public. Topics include: brief history of MD rules, practical advice, avoiding problems, conflict of interest, and process.

Cost: \$89 (MD Senior Adults: \$84)

Course #: VOC-162-A2

Sat., Oct. 15, 9:00 AM - 3:00 PM

Community College of Baltimore County, Catonsville Campus

Non Profit

Successful Grant Writing

With the economy slowing and budget cuts a reality, many organizations and agencies are seeking new funding streams through grants. Whether you supervise others in the hunt for money or write the proposals yourself, you will gain valuable insight into the process, pitfalls, and rewards of grant writing. Topics include the search for funding; project development process; making the case for support; masterful

Tuition \$200
...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!

writing; and what to do after the award.

Cost: \$54 (MD Senior Adults: \$30)

Course #: PWL-354-A2

Thu., Sep. 22 & 29, 9:00 AM - 12:15 PM (2 sessions)

Washington Road Campus, Rm. T315

Successful Grant Writing II

Build on the skills you learned in Successful Grant Writing I! Develop your idea into a needs statement and write from there. At each step, the class will critique and revise the narrative drafts to write the best proposal possible.

Class will involve outside class time for writing.

Instructor: Carol Gilliss

Cost: \$66 (MD Senior Adults: \$30)

Course #: PWL-383-A2

Tue. & Thu., Oct. 4 - 13, 9:00 - 11:00 AM (4 sessions)

Washington Road Campus, Rm. T315

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.

OSHA 10-Hour Construction

Tue. & Wed., Nov. 8 & 9, 8:00 AM - 4:00 PM (2 sessions)

OSHA 10-Hour General Industry

Tue. & Wed., Oct. 18 & 19, 8:00 AM - 4:00 PM (2 sessions)

Transportation

DOT Mandatory Drug and Alcohol Training

This training will provide information mandated by the Federal Highway Administration (FHWA) as it pertains to the drug and alcohol training for Supervisors and reasonable suspicion training. The session will teach you how to recognize signs of drug and alcohol abuse in your employees, confront employees, document findings, refer employees for drug and alcohol evaluation and other key requirements to remain in compliance. If your business has only one CDL licensed driver or one hundred, this class is essential for all Supervisors. This training is held in partnership with Carroll Occupational Health Solutions, LLC.

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

Course #: VOC-144-A2

Tue., Sep. 20, 9:00 - 11:00 AM

Washington Road Campus, Rm. M157

Veterinary Assistant Training

Carroll Community College is pleased to announce the 15th year of the Institute of Veterinary Assistant Training! The institute was established to provide formal training for veterinary assistants. This comprehensive training program consists of 5 non-credit courses that include a supervised clinical practicum, totaling 150 hours of training. Training begins in September 2011 and ends in April 2012.

This course series will provide you with the basic knowledge and skills needed for an entry-level position in a veterinary hospital. Courses must be taken in order and upon successful completion of all the courses, you will receive a Continuing Education Certificate. During your clinical practicum time you will have hands-on experiences in local veterinary hospitals. The second course in the series will include classroom competencies that must be successfully demonstrated prior to clinical placement. The Veterinary Assistant Training uses live animals for teaching purposes. The Training is supported and approved by the Maryland Veterinary Medical Association and the Maryland Veterinary Technicians Association as a formal training for a support position to a Veterinary Technician.

Carroll Community College takes all necessary safety precautions when students interact with live animals: however, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or injured by an animal while participating in this training. Carroll Community College does not provide medical insurance for any injury suffered. For more information call Libby Trostle, Director of Career Training, at 410-386-8113.

Prerequisites: Students must either validate previous successful college courses (C or above in reading and math) or complete the Reading & Math Assessment test before registering for the Veterinary Assistant courses. To validate previous successful college in reading and math, attach a copy of your transcript to your registration form.

To take the Reading and Math Assessment Tests: Make an appointment by calling the Carroll Community College Testing Center at 410-386-8450. When scheduling your appointment, identify yourself as a Continuing Education student and indicate the course you are taking. If you have taken the Reading and Math Assessment Test prior to taking previous credit or non-credit courses, please indicate this on your registration form.

Students must be a minimum of 18 years of age and have a high school diploma or GED.

Preparation for the Veterinary Assistant Training Course Series

Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 9 hour preliminary course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include: Problem solving skills, written & verbal communication, math for medications, confidentiality, professionalism, ethics, classroom & clinical conduct. Activities and tests will be scored on a point system. Students will be required to have a cumulative score of 90 - 120 points to continue on to the Veterinary Assistant Course Series. Instructor: Danielle Gauldin
Cost: \$79 (MD Senior Adults: \$32)
Course #: VOC-336-A2P
Mon. & Wed., Sep. 12 - 19, 6:00 - 9:15 PM (3 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training I: Outpatient Care

Initial course consists of 30 classroom hours and 8 clinical hours. Topics include an overview of the veterinary profession, office procedures, client relations, biology, and exam room procedures. Prerequisite: Preparation for the Veterinary Assistant Training Course Series. Instructors: Marian Beattie, Carole Contel, and Kim Haga
Cost: \$399 (MD Senior Adults: \$102); includes text and stethoscope
Course #: VOC-427-A2P
Mon., Sep. 26 - Nov. 21, 6:00 - 9:15 PM; and Sat., Oct. 22, 9:00 AM - 4:00 PM (10 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training II: Diagnostics & Pharmacy

This course consists of 15 classroom hours and 12 clinical hours. Topics covered are laboratory, pharmacy, radiology, and ultrasound imaging. Prerequisites: Veterinary Assistant I. Instructor: Marian Beattie and Kim Haga
Cost: \$279 (MD Senior Adults: \$76); includes text
Course #: VOC-916-A2P
Mon., Nov. 28 - Jan. 9, 6:00 - 9:15 PM (5 sessions; no class 12/19 & 12/26)
Washington Road Campus, Rm. M157

Veterinary Assistant III: Patient Care & Treatment

This course consists of 18 classroom hours and 16 practicum hours. Topics covered are inpatient care and clinical procedures. Prerequisites: Veterinary Assistant I & II. Instructor: Kim Haga
Cost: \$335 (MD Senior Adults: \$72); includes text
Course #: VOC-428-A3P
Mon., Jan. 23 - Feb. 27, 6:00 - 9:15 PM (6 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training IV: Surgery, Anesthesia, & Emergency Care

The final course in the series consists of 24 classroom hours and 18 clinical hours. Topics covered are anesthesia, surgery, emergency medicine, CPR and critical care. The course concludes with a wrap-up seminar day. Prerequisites: Veterinary Assistant I, II and III. Instructors: Marian Beattie and Carole Contel
Cost: \$399 (MD Senior Adults: \$67)
Course #: VOC-429-A3P
Mon., Mar. 5 - Apr. 16, 6:00 - 9:15 PM; and Sat., Apr. 21, 9:00 AM - 4:00 PM (7 sessions; no class 4/2)
Washington Road Campus, Rm. A125

More Occupational Training Opportunities

See ad on inside front cover for more job training opportunities

REAL ESTATE

Real Estate Pre-Licensing

Maryland Real Estate Principles Practices

Are you interested in becoming a real estate sales person? This basic 60 clock-hour course meets the educational requirements for all applications for licensure as real estate salespersons and is approved by the Maryland Real Estate Commission. Successful completion of the course will qualify you to take the Real Estate Salespersons Examination. Topics include: real property, leasing, contracts, agencies and listing, property transfers, appraising, financing, license law, human relations, ethics and basic mathematics. In addition, the day-to-day activities of the real estate person are covered. Instructors: Stan Dill and Joe Stephens
Cost: \$435 (MD Senior Adults: \$140); includes text
Course #: REA-266-A2
Tue. & Thu., Sep. 13 - Nov. 17, 6:00 - 9:15 PM (20 sessions)
Washington Road Campus, Rm. L287

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.

All attendees must bring a photo ID and real estate license number with them to gain entrance to the class. No exceptions will be made. Students should arrive at least 15 minutes prior to the start of class to allow time for the new verification process.

NEW! Light refreshments will be provided at all Real Estate Continuing Education courses. Please register for classes at least 3 days in advance for caterer planning purposes.

NEW! Legislative Update and Fair Housing

Legislative update includes synopses of select and most recent federal, Maryland and local laws, bills, regulation and updates related and relevant to the real estate industry are reviewed, discussed and analyzed with particular attention to their effective dates and real estate licensee's responsibility to be informed and be able to inform the public they serve. MREC Approved 3 clock hrs law (category -a). Fair Housing covers broad issues on fair housing laws, how discrimination is defined in real estate, how a real estate licensee can avoid discriminating practices, and what the consequences are for non-compliance with fair housing laws. MREC Approved 1.5 clock hrs fair housing law (category -c). Instructor: Stan Dill
Cost: \$45 (MD Senior Adults: \$34); includes refreshments
Course #: REA-386-A2M
Thu., Oct. 13, 9:00 AM - 2:30 PM
Washington Road Campus, Rm. K115
Course #: REA-386-B2M
Thu., Dec. 8, 9:00 AM - 2:30 PM
Washington Road Campus, Rm. K115

MREC Agency - Residential

This approved course of the Maryland Real Estate Commission for 3 clock hrs (category -h) provides the real estate licensee the opportunity to become familiar with recently revised MREC Agency and Consent for Dual Agency forms, develop their understanding of the concepts and distinctions of various types of agency, inform licensees of their agency responsibilities to fellow licensees and the public they serve, as well as enable licensees to incorporate the rationale and regulations of agency in their real estate practice. Instructor: Stan Dill
Cost: \$30 (MD Senior Adults: \$30); includes refreshments
Course #: REA-385-A2M
Thu., Sep. 8, 9:00 AM - 12:15 PM
Washington Road Campus, Rm. T315
Course #: REA-385-B2M
Wed., Oct. 19, 6:00-9:45 PM
Washington Road Campus, Rm. T325