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 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

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

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

Motorcycle Safety

There is Still Time to Ride This Year!

Courses offered weekends through mid-October.
2012 courses begin mid-April.

Motorcycle Safety Courses that Meet Your Needs

Basic Motorcycle Safety *(BRC)*
No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

Basic Motorcycle Safety II
(Alternate BRC)
This 1-day course is for riders with some experience who do not have a Class M designation. Upon successful completion, students will receive a Completion Certificate for their Class M designation.

Feeling anxious about getting started?

Jump Start
This short course is designed for beginning students who have never driven a motorcycle and would like to gain some practice with elementary riding skills before starting the official range portion of the BRC. Student to instructor ratio is lower than the BRC to allow more individual instruction. Prerequisite: Students must have successfully completed the classroom portion of the BRC. This course is not required and does not lead to a Completion Certificate for a Class M designation.

328-A11-0611 APE

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

Real Estate Ethics: Predatory Lending/ Flipping
Review and discuss real estate related ethical dilemmas, Maryland Code of Real Estate Ethics, MREC complaint process, predatory mortgage lending and illegal property flipping, real estate professionalism and ways to avoid disputes. Students will understand both their legal and moral obligation as a real estate licensee to the public they serve, be able to describe ethical dilemmas that could occur in working with the public and fellow licensees and the rationale for solving them, as well as develop a greater sense of professionalism. MREC approved for 3 clock hrs (category- d) Real Estate Ethics & Professional Standards.
Cost: $30 (MD Senior Adults: $30); includes refreshments
Course #: REA-313-B2M
Wed., Sep. 21, 6:00-9:45 PM
Washington Road Campus, Rm. K116
Course #: REA-313-C2M
Thu., Nov. 17, 9:00 AM - 12:15 PM
Washington Road Campus, Rm. K116

Real Estate Appraisal

Appraisal Principles & Procedures
Thinking of becoming a real estate appraiser? Completion of this 60 clock hour course and the 15 hour USPAP course (offered by the Maryland Association of Appraisers on Dec. 15 & 16, 2011) meets the course requirements for a provisional license. For more information on the 2000 hours of practical experience go to www.dllr.state.md.us. Learn about property concepts and characteristics, legal considerations, value influences & approaches, real estate finance, types of value, economic principles, real estate markets, analysis and ethics, valuation procedures, property descriptions, residential & commercial applications, improvement construction, home inspection, and appraisal math. A financial calculator is recommended. Attendance is mandatory. A final exam will be given. *Instructors: Ken Baker and Lisa Eckard*
Cost: $545 (MD Senior Adults: $100); includes text
Course #: REA-234-A2
Tue., Thu. & Sat., Sep. 27 - Nov. 10, Tue. & Thu., 6:00 - 9:15 PM; and Sat. Oct. 15, 22 & 29, 9:00 AM - 4:00 PM (17 sessions)
Washington Road Campus, Rm. L284

Real Estate Appraisal Continuing Education

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

Comment, Comment, Comment - Effective Commentary for Any Residential Appraisal
Thu., Sep. 8, 9:00 AM - 12:15 PM

Understanding Market Trends
Thu., Sep. 8, 1:00 - 4:15 PM

Mastering Unique and Complex Property Appraisal
Fri. & Sat. & Sun., Sep. 9 - 11, 8:00 AM - 4:30 PM (3 sessions)

Appraising the Farm: An Overview
Tue., Oct. 11, 9:00 AM - 12:15 PM

Zoning and Development of Regulations in Maryland
Tue., Oct. 11, 1:00 - 4:15 PM

National USPAP
Thu., Oct. 20, 8:00 AM - 4:00 PM

National USPAP Course
Thu. & Fri., Dec. 15 & 16, 8:00 AM - 4:30 PM (2 sessions)

THE ARTS

Drawing, Painting & Media

Drawing and Painting: Beginning
Learn to draw and paint skillfully and beautifully by learning to see things differently - to see in ways not used in ordinary life. Enhance your creativity as you add the dimension of color. Hands-on exercises will focus on how to use color theory to achieve harmonious colors and how to see and efficiently mix specific desired hues.
Cost: $197 (MD Senior Adults: $30)
Course #: PDE-808-A2M (Instructor: Sarah Abel-DeLuca)
Wed., Sep. 28 - Dec. 7, 6:30 - 9:00 PM
(10 sessions; no class 11/23)
Washington Road Campus, Rm. A013
Course #: PDE-808-B2M (Instructor: Shirley Lippy)
Thu., Sep. 29 - Dec. 8, 1:30 - 4:00 PM
(10 sessions; no class 11/24)
Washington Road Campus, Rm. A013

Drawing and Painting: Continuing
Expand your skills by exploring a variety of mediums. Learn how to perceive edges, spaces, relationships, lights and shadows to enlarge your under-standing of drawing and painting principles. Work with your choice of media including colored pencil, pen and ink, acrylic, oil and watercolor. Returning students may work on independent projects.
Cost: $197 (MD Senior Adults: $30)
Course #: PDE-809-A2M (Instructor: Sarah Abel-DeLuca)
Wed., Sep. 28 - Dec. 7, 6:30 - 9:00 PM
(10 sessions; no class 11/23)
Washington Road Campus, Rm. A013
Course #: PDE-809-B2M (Instructor: Shirley Lippy)
Fri., Sep. 30 - Dec. 9, 9:30 AM - 12:00 PM
(10 sessions; no class 11/25)
Washington Road Campus, Rm. A013

Studio Art: Drawing and Painting
Students who have completed the course Drawing and Painting (Continuing) will work on independent projects and explore more advanced techniques in a variety of media. *Instructor: Shirley Lippy*
Cost: $197 (MD Senior Adults: $30)
Course #: PDE-728-A2
Fri., Sep. 30 - Dec. 9, 12:30 - 3:00 PM
(10 sessions; no class 11/25)
Washington Road Campus, Rm. A013

Shirley Lippy, one of our most popular non-credit instructors, draws out the innate artistic ability that everyone has and helps students unleash the right brain in order to be creative.

Basic Drawing
Discover your artistic capabilities even if you've never drawn before. Individual attention provides encouragement to each student to progress with confidence. Learn the different media and techniques to enhance your skills. Exercises on sensitivity to line, light and shade effects, textures, tonal values and expression. Bring an 18" x 24" drawing pad and a set of pencils ranging from HB to 6B to the first class. *Instructor: Stan Gilmore*
Cost: $129 (MD Senior Adults: $30)
Course #: PDE-755-A2M
Tue., Oct. 11 - Nov. 15, 6:30 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. A013

Drawing for the Timid
Start from scratch - or wherever your abilities lie. Learning to draw what you see will be fun with NO EMBARRASSMENT. (Laughter, YES!) Develop this skill found within us all. Bring a cheap white sketch pad 8" x 11" or larger, any pencils and a fine tip black water-soluble marker you like to use. *Instructor: Stan Gilmore*
Cost: $69 (MD Senior Adults: $30)
Course #: PDE-007-A2
Mon., Oct. 10 - 31, 6:30 - 8:30 PM (4 sessions)
Washington Road Campus, Rm. A013

Stan Gilmore, a Carroll County art educator for 38 years, specializes in pen & ink drawings. He is noted for limited edition Carroll County scenes and landmarks.

Figure Drawing From the Live Model
Work from a live model with emphasis on composition, structure and anatomical proportion. Expand your ability to draw the figure from direct observation through timed and extended drawings. Be inspired by masterwork examples and Expressionist work from Modern Masters. *Instructor: Ken Ecker*
Cost: $59 (MD Senior Adults: $59); includes modeling fee
Course #: XXZ-993-A2M
Sun. & Sat., Oct. 1 & 2, 1:00 - 3:30 PM (2 sessions)
Washington Road Campus, Rm. A013
Course #: XXZ-993-B2M
Tue. & Thu., Oct. 18 & 20, 9:30 AM - 12:00 PM (2 sessions)
Washington Road Campus, Rm. A013

Ken Ecker, a professional artist living and teaching art in New York City, draws on his passion for teaching art to bring out the creativity and talent of his students, both adult and youth.

Do it *Yourself…*

…this Fall!

Fix Your Own
- The House Doctor
- Plumbing Know How
- Replacing Toilets & Installing Hot Water Heaters
- Winterizing Tips for the Home
- Electrical Know How
- Installing Ceiling Fans and Other Fixtures

Grow Your Own
- Design a Native Forrest with Native Plants
- Native Meadows for Home Landscapes
- How to Raise Chickens

Cook Your Own
- Hunter's Kitchen: Cooking Wild Game
- Hunter's Kitchen: Venison
- Cooking from Your Pantry
- Festive Holiday Dishes

Control the Clutter
- Organize Your Home
- Find Files Fast

326-A11-0611 APE

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