

# Finish School... Start Your Career!

Adult Education Programs at Carroll Community College

## GED Preparation >

Prepare for the GED tests to earn your high school diploma, while learning about career and educational opportunities.

## National External Diploma Program >

Apply skills you have learned at work, at home, and in the community to earn your high school diploma. You'll also work with an advisor to plan for future career and educational opportunities.

### Virtual Assistant Business

Run your own virtual assistant business! A virtual assistant works from his/her own home offering administrative support services to other companies over the Internet. Learn how to locate customers, set fees, and develop client contracts. *Prerequisite:* Internet expertise assumed. Required textbooks: How to Start a Home-Based Desktop Publishing Business from Globe Pequot Press. Include your e-mail address on the registration form. No Online orientation is required.

*Cost: \$129 (MD Senior Adults: \$129); plus text*

**Course #: SBA-497-A2B**

*Thu., Sep. 22 - Dec. 6, (12 sessions)*

Online

### Technical

#### Six Sigma: Blackbelt

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at problem-solving, as well as deployment and project development approaches. Since software will be used for data analysis, the course material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills.

*Cost: \$2,695 (MD Senior Adults: \$2,695)*

**Course #: XXG-019-A4**

Online

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

#### Six Sigma: Greenbelt

Six Sigma is a Quality Improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). The Six Sigma process encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. As a philosophy Six Sigma drives business culture and requires a nearly flawless execution of key processes making Six Sigma a high standard for companies and individuals to achieve. Six Sigma is highly associated with the delivery of consistent world-class quality.

*Cost: \$1,895 (MD Senior Adults: \$1,895)*

**Course #: XXG-020-A4**

Online

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

## CHILD CARE & EDUCATIONAL PROFESSIONALS

**Carroll Community College offers an Associate of Arts degree in Early Childhood Education. For further information call Marlene Welch at 410-386-8525. For information on the Child Care Career & Professional Development Fund call Kiersten Meyers at 410-386-8383.**

### Earn a Continuing Education Certificate

Prepare for professional certification, industry licensure or a new occupation. For details go to [carrollcc.edu/cecertificates](http://carrollcc.edu/cecertificates)

- Child Care Professional—  
Early Childhood Teacher
- Child Care Professional—  
Infant/Toddler Teacher
- Child Care Professional—  
School-Age Teacher

### Continuing Education Training Programs & Employability

**Important Information:** *Passing a course or program may be the first step toward certification; however, there may be additional requirements for licensure and/or employment. It is the student's responsibility to be aware of those requirements.*

### Child Care Pre-service

*Prerequisites: Students must either validate previous successful college courses (C or above in reading and writing) or successfully complete the Reading & English Assessment tests prior to registering for any of the 45-hour courses.*

*To validate previous successful college: Attach a copy of your transcript to your registration form.*

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

### Communication Skills for Child Care Professionals

Communicate with confidence by learning the basic concepts of strong communication skills when working in a child care setting. You will practice speaking and writing strategies with a focus on communicating with parents and co-workers. This course satisfies the 9 hour communication course requirement for child care professionals. *Instructor: Danielle Gauldin*

**Course #: CCT-298-A2**

*Mon. & Wed., Oct. 3 - 10, 6:30 - 9:45 PM (3 sessions)*

*Washington Road Campus, Rm. M060*

### Growth and Development in Early Childhood

Examine the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. Prominent theories of development and topics such as health, nutrition, play, and the family will be reviewed. This course satisfies the first half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course.

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

**Course #: CCT-101-A1BP**

*Mon., Aug. 29 - Dec. 12, 6:30 - 9:20 PM*

*(15 sessions; no class 9/5)*

*Washington Road Campus, Rm. C074*

**Course #: CCT-101-B1BP**

*Tue. & Thu., Aug. 30 - Dec. 13, 9:30 - 10:50 AM*

*(30 sessions; no class 11/24)*

*Washington Road Campus, Rm. C269*

### Growth and Development in Early Childhood: Online

Examines the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. Prominent theories of development and topics such as health, nutrition, play and the family will be reviewed. This course satisfies the first half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course. This class is entirely online.

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

**Course #: CCT-434-A1BP**

*Aug. 29 - Dec. 16*

Online

### Materials and Methods for Early Childhood Education

Learn the methods and proper use of materials for presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course satisfies the second half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course.

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

**Course #: CCT-102-A1BP**

*Tue. & Thu., Aug. 30 - Dec. 13, 11:00 AM - 12:20 PM*

*(30 sessions; no class 11/24)*

*Washington Road Campus, Rm. C269*

**Course #: CCT-102-B1BP**

*Tue., Aug. 30 - Dec. 6, 6:30 - 9:20 PM (15 sessions)*

*Washington Road Campus, Rm. C269*

### Infant & Toddler: Development & Care: Hybrid

Examine the child from conception to age two and investigates normal stage development, health, feeding, play, rest and abuse, as well as appropriate activities for socialization, guidance, and supervision. This course meets the State requirement for working with infants and toddlers in a childcare setting. Can be taken as a credit or non-credit course. Includes both on-campus class time as well as an online component.

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

**Course #: CCT-435-A1BP**

*Wed., Aug. 31 - Dec. 14, 4:00 - 5:30 PM*

*(15 sessions; no class 11/23)*

*Washington Road Campus, Rm. L296*

### School-Age Child Care Training

This early childhood education career course examines the child between ages 5 and 12. Appropriate methods, materials and experiences for school-age care will be covered. This course meets State requirements for positions in school-age care. Can be taken as a credit or non-credit course.

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

**Course #: CCT-072-A1BP**

*Wed., Aug. 31 - Dec. 14, 6:30 - 9:20 PM*

*(15 sessions; no class 11/23)*

*Washington Road Campus, Rm. C269*



# Online Courses

## Ready to start when you are

## For Career Training and Professional Development

Online Career Training is offered in partnership with Gatlin Educational Services

- New courses start everyday
- Course cost and hours vary
- All materials included

### Courses offered in:

- Healthcare
- Business
- Construction/Automotive Technology
- Internet, Design & Technology
- Microsoft Certification Training
- Networking/CompTIA Certification Training
- Video Game Design & Development

Go to [carrollcc.edu/cetonline](http://carrollcc.edu/cetonline) for course listings, descriptions and registration information

Continuing Education & Training:  
**410-386-8100**  
[www.carrollcc.edu](http://www.carrollcc.edu)

For registration dates & locations:  
**410-386-2550**  
[www.carrollcc.edu](http://www.carrollcc.edu)

## 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](http://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)*

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**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](http://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](http://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](http://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](http://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](http://www.carrollcc.edu/ctcareer)  
for details.  
Call 410-386-8100 to reserve a seat.*