

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

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

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

- 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 for course listings, descriptions and registration information

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

For registration dates & locations:
410-386-2550
www.carrollcc.edu