

Course #: AHE-082-B4P

Wed. & Thu., May 23 & 24, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106

Course #: AHE-082-C4P

Wed. & Thu., Jun. 27 & 28, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106

ACLS Renewal

Are you 2 years of ACLS certification up already? If you have participated in an initial ACLS course, have a current ACLS card, and a current Healthcare Provider CPR card, you want this course. You will review the most current training available in Advanced Life Support. Re-affirm confidence in your skills in the management of emergency situations during cardiac arrest and your ability to function in a leadership role during a resuscitation event. Refresh your knowledge of arrhythmia management including pharmacology, electrical therapy, BCLS, and airway management. A 2-year American Heart Association ACLS card will be issued upon successful completion.

Cost: \$187 (MD Senior Adults: \$85); includes text

Course #: AHE-083-A3P

Fri., Jan. 27, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-083-B3P

Fri., Feb. 24, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-083-C3P

Fri., Mar. 23, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-083-A4P

Fri., Apr. 27, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-083-B4P

Fri., May 25, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-083-C4P

Fri., Jun. 29, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Heart Code ACLS Anywhere

An alternative to the traditional ACLS class directed toward those requiring recertification. A tutorial CD is purchased online. Upon completion of the CD content, you will print a certificate to take to the Carroll Community College American Heart Association Training Center where you will undergo the skills verification portion. Successful completion of both portions results in an ACLS card being issued.

Cost: \$120; includes skills verification and card.

Course #: XXQ-208

The verification portion of the course is by appointment only. Appointments are made by contacting Kimberly Nelson-Hurtt at 410-386-8270. For more information go to www.onlineaha.org

National Safety Council

First Aid, CPR and AED

Learn how to prevent injuries and first aid for personal injuries and medical emergency. Topics include: Basic Life Support (CPR) including use of an AED, airway obstruction, bleeding, shock, dressings, burns, head and spinal, chest and abdominal injuries, splinting, poisoning, and medical illness. Meets the OSHA standards. Upon completion of the course, you will receive a two-year certificate from the National Safety Council. Meets the criteria for First Aid & CPR for child care providers.

Cost: \$87 (MD Senior Adults: \$53); includes text

Course #: AHE-037-B2

Tue. & Wed., Dec. 13 & 14, 5:45 - 10:00 PM (2 sessions)
Washington Road Campus, Rm. N105

Course #: AHE-037-A3

Sat., Feb. 4, 8:00 AM - 5:00 PM
Washington Road Campus, Rm. N106

Course #: AHE-037-A4

Wed. & Thu., Apr. 18 & 19, 5:45 - 10:00 PM (2 sessions)
Washington Road Campus, Rm. N106

Course #: AHE-037-B4

Sat., Jun. 2, 8:00 AM - 5:00 PM
Washington Road Campus, Rm. N106

INFORMATION TECHNOLOGY: OFFICE & WORKPLACE

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- Computer Graphic Designer
- Office Administration
- Business 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-A3

Mon. & Wed., Jan. 23 - Feb. 8, 6:30 - 8:30 PM (6 sessions)
Washington Road Campus, Rm. T321

Course #: XXZ-577-B3

Mon. & Wed., Mar. 5 - 21, 6:30 - 8:30 PM (6 sessions)
Washington Road Campus, Rm. T321

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-A3

Wed., Jan. 18, 9:00 - 12:00 PM
Washington Road Campus, Rm. K203

Course #: XXZ-906-B3

Wed., Mar. 14, 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-B2

Mon. & Wed., Dec. 5 - 12, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. T319

Course #: XXZ-039-A3

Mon. & Wed., Jan. 23 - 30, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. T319

Course #: XXZ-039-B3

Mon. & Wed., Mar. 12 - 19, 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-B2

Mon. & Wed., Dec. 5 - 12, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. K203

Course #: DAP-209-A3

Mon. & Wed., Feb. 6 - 13, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. K204

Course #: DAP-209-A4

Mon. & Wed., Apr. 16 - 23, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. T321

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-A3

Tue. & Thu., Feb. 21 - Mar. 1, 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, creating bulleted and numbered lists, setting tabs and working with tables and forms. *Prerequisites:* Experience with mouse, keyboard and basic Windows functions. Students in online courses must have access to a computer with Microsoft Word software.

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

Course #: DAP-014-A3

Fri., Jan. 20, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

Course #: DAP-014-B3

Mon. & Wed., Jan. 23 - 30, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-014-C3

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

Washington Road Campus, Rm. K203

Word Level 2

Take your Word skills to the next level. Learn to modify tables, develop and implement text styles, set up mail merges 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. Students in online courses must have access to a computer with Microsoft Word software.

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

Course #: DAP-015-A3

Fri., Feb. 3, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-015-B3

Mon. & Wed., Mar. 5 - 12, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-015-C3

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

Washington Road Campus, Rm. K203

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-A3

Fri., Feb. 17, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-A3

Fri., Jan. 27, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

Course #: DAP-017-B3

Mon. & Wed., Feb. 6 - 13, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-017-C3

Fri., Mar. 9, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-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

Course #: DAP-018-A3

Fri., Feb. 10, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K204

Course #: DAP-018-B3

Mon. & Wed., Mar. 19 - 26, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-018-C3

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

Washington Road Campus, Rm. K203

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-A3

Fri., Feb. 24, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-B2

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

Washington Road Campus, Rm. K204

Course #: DAP-020-A3

Thu., Jan. 19, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

Course #: DAP-020-B3

Thu., Mar. 8, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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Information Technology: Office and Workplace

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-B2

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

Washington Road Campus, Rm. K203

Course #: DAP-083-A3

Thu., Feb. 16, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

Course #: DAP-083-B3

Thu., Mar. 22, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-A3

Thu., Feb. 2, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

Course #: DAP-029-B3

Mon. & Wed., Feb. 20 - 27, 6:30 - 8:50 PM

Washington Road Campus, Rm. K203

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-A3

Thu., Feb. 23, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-A3

Thu., Jan. 26, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-A3

Thu., Feb. 9, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. K203

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-A3

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

Washington Road Campus, Rm. K203

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-A3

Fri., Feb. 3 & 10, 9:00 AM - 4:00 PM (2 sessions)

Washington Road Campus, Rm. K203

Course #: DAP-591-A4

Tue. & Thu., Apr. 24 - May 3, 6:00 - 9:15 PM (4 sessions)

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-A3

Tue. & Thu., Feb. 7 - 14, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. T321

Course #: DAP-519-B3

Sat., Feb. 25, 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-A3

Tue., Mar. 13 - 27, 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-A3

Fri., Jan. 20, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-185-B3

Mon. & Wed., Feb. 6 - 13, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. T319

Course #: DAP-185-C3

Fri., Mar. 9, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319



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

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

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/cecertificates or call Continuing Education & Training at 410-386-8100

Information Technology: Office & Workplace

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-B2

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

Washington Road Campus, Rm. T319

Course #: DAP-186-A3

Fri., Feb. 10, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-186-B3

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

Washington Road Campus, Rm. T319

Photoshop Web Production

Create and optimize images for web pages using Photoshop. Learn how to set up and stage web page components, arrange components aesthetically and add interactivity to them. Other topics include: exporting web page images, testing image functionality within Internet browsers, cross platform viewing and optimizing images for the web. *Prerequisites:* Photoshop Level 1 or equivalent experience. Students may wish to take Photoshop Level 2 before this course.

Cost: \$185 (MD Senior Adults: \$83); includes text

Course #: TEC-269-A3

Fri., Mar. 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-A3

Fri., Jan. 27, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-429-B3

Mon. & Wed., Feb. 20 - 27, 6:30 - 8:50 PM (3 sessions)

Washington Road Campus, Rm. T319

Course #: DAP-429-C3

Fri., Mar. 16, 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-B2

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

Washington Road Campus, Rm. T319

Course #: DAP-442-A3

Fri., Feb. 17, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-442-A4

Fri., Apr. 20, 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-A3

Fri., Feb. 3, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: TEC-266-B3

Fri., Mar. 23, 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-B2

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

Washington Road Campus, Rm. T319

Course #: DAP-572-A3

Fri., Feb. 24, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-572-A4

Fri., Apr. 27, 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-A3

Tue., Jan. 31, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-441-B3

Tue., Mar. 20, 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-A3

Tue., Feb. 14, 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-A3

Tue., Jan. 24, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-440-B3

Tue., Mar. 13, 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-A3

Tue., Feb. 7, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

Course #: DAP-573-B3

Tue., Mar. 27, 9:00 AM - 5:00 PM

Washington Road Campus, Rm. T319

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-A3

Wed., Feb. 1, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

Course #: XXZ-908-B3

Wed., Mar. 21, 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-B2

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

Washington Road Campus, Rm. T319

Course #: XXZ-907-A3

Wed., Feb. 15, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

Course #: XXZ-907-A4

Wed., Apr. 18, 6:00 - 9:00 PM

Washington Road Campus, Rm. T319

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-A4

Thu., Apr. 12, 6:00 - 8:00 PM

Washington Road Campus, Rm. K203

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-A4P

Thu., Apr. 19, 6:00 - 9:00 PM

Washington Road Campus, Rm. K203

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-A4P

Thu., Apr. 26, 6:00 - 9:00 PM

Washington Road Campus, Rm. T321

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-A2

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-A2

Online

For information go to www.gatlineducation.com/carrollcc

Technology at Home

Successful Selling on eBay

See Lifestyle/Personal Interest section for course details

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)

Computer Repair and Support

Operating Systems and Computer Hardware

Increase your technical skill and knowledge in this hands-on computer repair and support class. Learn about common operating systems, such as Windows and Linux, and perform hardware installation, repair and troubleshooting. Additional topics include operating system installation, dual booting operating systems, running virtual machines and hardware compatibility issues. *Prerequisites:* strong working knowledge of Windows, mouse and keyboarding skills.

Cost: \$245 (MD Senior Adults: \$90); includes text

Course #: DAP-548-A3

Mon. & Wed., Jan. 30 - Feb. 15, 6:00 - 9:15 PM (6 sessions)

Washington Road Campus

Computer Networking and Security Fundamentals

Uncover the concepts of computer networks in business and home environments and implement security measures to maintain system security and protect data. Build and troubleshoot various network configurations and apply appropriate security protocols. Additional topics include routers, switches,