

WORK

HOME

SELF

BALANCE

Continuing Education & Training
Winter – Spring 2024 Class Schedule



Inside

- **Career Training**
NEW Programs This Winter
Scholarships Available
- **Personal Enrichment**
- **Business & Leadership Development**



I've always had a passion for helping others. I left my position as a patient care aide to find a position in healthcare that allowed me to be equally as helpful but not demand so much from me physically. **Phlebotomy has filled that role and I absolutely love it!** I'm grateful to my instructors [at Carroll] who not only taught me what I need to know but took the time to work with me as well as each one of my classmates. My instructor Brian made class fun and focused on our strengths and weaknesses, ensuring all of us passed the class. The clinical instructor Emma gave insight on who to apply with and what a day in the life [of a phlebotomist] looked like. **I finished my clinicals on a Monday and was hired on Wednesday!** Now I work for one of the largest lab corporations around. I am so happy I made the decision to do something for myself.

Nichole Johnson
Phlebotomy Technician completer

TRAIN FOR A NEW CAREER. BE JOB READY IN AS LITTLE AS 2 MONTHS.

Why earn a Workforce Training Certificate from Carroll?

- Gain a valuable credential within weeks or months, instead of years.
- Prepare to sit for a state or national certification or licensure exam.
- Demonstrate to employers that you are well trained and committed to your profession.
- Learn from faculty members with both academic and professional experience.

Scholarship funds and tuition assistance are available for students to:

- Start a new career
- Upgrade skills
- Earn an industry credential

See all non-credit training programs on pages 3 – 15.

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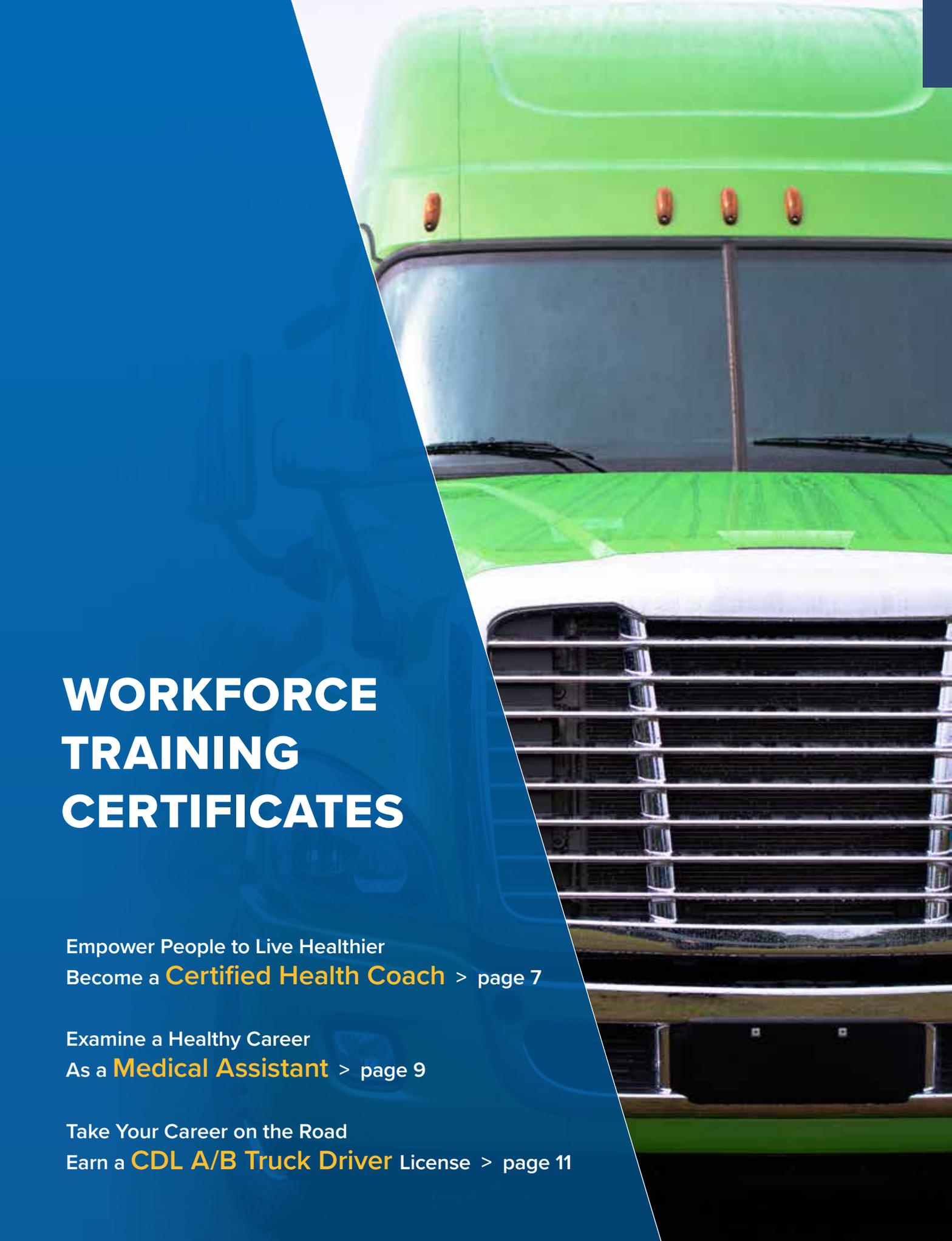
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Numbers to Know



Admissions for Degree Programs.....	410-386-8430
Advising/Transfer for Degree Programs	410-386-8435
Career Services.....	410-386-8523
Cashier's Office	410-386-8040
Disabilities	410-386-8329
General College Information.....	410-386-8000
Records/Registration for Degree Programs	410-386-8440



WORKFORCE TRAINING CERTIFICATES

Empower People to Live Healthier
Become a **Certified Health Coach** > page 7

Examine a Healthy Career
As a **Medical Assistant** > page 9

Take Your Career on the Road
Earn a **CDL A/B Truck Driver** License > page 11

CAREER HERE! WORKFORCE TRAINING CERTIFICATES

To earn a Workforce Training Certificate, please notify us of the certificate you wish to earn at the time of registration.

Our certificate programs are specifically developed to meet regional employers' needs for a skilled workforce.

Why earn your Workforce Training Certificate from Carroll?

- Shorter time to completion. Gain a valuable credential within weeks or months, instead of years.
- Certification and licensure exam preparation. Prepare to sit for a state or national certification or licensure exam.
- In-demand knowledge and skills. Demonstrate to employers and clients that you are committed to your profession and are well trained.
- Expert faculty. Learn from faculty members with both academic and professional experience.
- Career support. Receive direction and guidance from a dedicated career navigator.

More detailed information for each Certificate, including any occupational requirements, information unique to the training, related Continuing Education courses and estimated hourly wage, can be found at www.carrollcc.edu/cecertificates.

See the Course Index (pages 70 – 71) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

To become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, residency or additional exams.

Many occupations require a high school diploma. If you do not have one, contact the College's Adult Education Program at 410-386-8630 to learn about free options to earn your diploma.

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

Tuition assistance may be available for eligible non-credit students. Visit www.carrollcc.edu/tuitionassistance.

Affordable Payment Plan

Tuition \$200 or more?
Pay in installments! Visit www.carrollcc.edu/tuitionassistance.



Show It Off.

Broadcast your accomplishment with a Digital Badge

Upon successful completion of a Workforce Training Certificate, receive a Digital Badge to validate your new skills across all online platforms.

- LinkedIn, Facebook & Twitter
- Email signatures
- Digital résumés
- Online portfolios
- Personal & business websites

Offered in partnership with Credly, you can:

- Instantly let employers know what you have to offer.
- Explore Credly's labor market insights to search and apply for job opportunities.

For more information, visit www.carrollcc.edu/digitalbadges or call 410-386-8100.

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Financial Assistance for Workforce Training Certificates

Scholarships
available!

ASSISTANCE IS AVAILABLE
FOR STUDENTS TO:

- Start a new career
- Upgrade skills
- Earn an industry credential

Scholarships are limited,
so act fast!



For more information, contact
Beth Lee at 410-386-8096 or visit
www.carrollcc.edu/tuitionassistance.

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ADVANCED MANUFACTURING

Automotive Technician

Automotive Technicians work in well-ventilated and well-lit repair shops, service departments of car dealerships or any other type of mechanic shop. They inspect a driver's vehicle, inform them of any issues and provide necessary maintenance to get the car working effectively again. Automotive Technicians typically repair basic car parts like brakes, steering wheels and engines. They can also inspect and fix a vehicle's electrical system. Most of them must perform automotive care tasks daily, like checking fluid levels, rotating tires and changing oil fluids.

Courses

- VOC-749 Introduction to Automotive Technician
- VOC-750 Automotive Electrical Systems
- VOC-751 Automotive Brake Systems
- VOC-752 Automotive Suspension and Steering Systems

Approximate Number of Hours
129

Approximate Training Cost
\$2,130

Licensure/Certification earned

Each class prepares students to test for the ASE individual certification in the respected area. Three individual ASE certifications in addition to 6 months of work experience in a related field qualifies students to test for the ASE Maintenance and Light Repair.

*Note: Not all courses are offered in each schedule. See the Course Index to locate the complete course listing within this schedule.

Hybrid/Electric Vehicle Technician

The next generation of cars are on the road and needing repair. Hybrid and Electric vehicles are becoming more popular and the demand for technicians is growing. Stay ahead of the curve with this innovative training. Topics range from safety and diagnostics to drive systems and battery systems. Perfect for new or experienced technicians looking to grow their knowledge and skills in this emerging technology.

Prerequisite Course:

VOC-750 Automotive Electrical Systems or equivalent training.

Courses

- VOC-789 ASE Engine Performance
- VOC-790 ASE Light Duty Hybrid/Electric

Approximate Number of Hours
90

Approximate Training Cost
\$1,399

Licensure/Certification earned

Students will be prepared to sit for the ASE Engine Performance (A8) and ASE Light Duty Hybrid/Electric Vehicle Specialist (L3).

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410-386-8100

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Precision Machinist

Gain foundation skills to enter the world of machining and manufacturing. Master the fundamentals of safety, measurement and materials that will open the door to a variety of shop related jobs. Validate that you have the fundamental knowledge of standard steel classifications and numbering systems, reading of precision measuring devices, shop and machine safety, general machining practices and inspection techniques.

Courses

- MFG-023 Industrial Safety
- MFG-024 Precision Measurement
- MFG-025 Materials and Machining

Approximate Number of Hours

39

Approximate Training Cost

\$849

Licensure/Certification Earned

Students who successfully complete the program will be prepared to sit for the entry-level NIMS certification Measurements, Materials & Safety.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Welder/Advanced Welding

Welders are employed in all phases of industrial operations in fields such as construction, manufacturing and infrastructure. They assist with the construction of industrial equipment, buildings, bridges and pipelines. Welders work from a set of blueprints, interpret symbols and follow specifications to apply their knowledge of metallurgy and welding techniques to fuse a variety of metal components together. Welders need to wear protective equipment and follow specific protocol to maintain a safe working environment. Welders can earn certifications to enhance their skillset and increase their employment opportunities.

Courses

- VOC-015 Basic Welding
- VOC-467 Advanced Welding
- VOC-728 Advanced Welding 2

Approximate Number of Hours

120 hours

Approximate Training Cost

\$3,043

Licensure/Certification Earned

Students who successfully complete the certification testing administered during the Advanced Welding 2 class will receive AWS D1.1 Structural Welding Certification.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

ANIMAL CONTROL AND CARE

Veterinary Assistant

Veterinary assistants support veterinary technicians and veterinarians in an animal hospital environment. Duties may include providing customer service, processing lab specimens, prepping animals for surgery, monitoring medications and radiology logs, setting up and tearing down surgical suites, autoclaving instruments and communicating effectively between the vet and the pet owner.

Courses

- VOC-336 Preparation for the Veterinary Assistant Training Course Series
- VOC-691 Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy
- VOC-692 Veterinary Assistant Training II: Patient Care and Treatment, Surgery, Anesthesia and Emergency Care
- VOC-430 Veterinary Assistant Training III: Clinic Externship

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

Students are eligible to sit for the National Veterinary Assistant exam and become an AVA (Approved Veterinary Assistant).

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Your job search starts here!



**COLLEGE
CENTRAL
NETWORK**

Carroll's exclusive job board for students, alumni and community members.
www.CollegeCentral.com/CarrollCC

001-15-23

REGISTER NOW



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

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BUSINESS

Entrepreneurship

Prepare for your venture into entrepreneurship. Learn core competencies in business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes 1-on-1 consultation.

Courses

- MSB-075 Preparation for Pathways to Entrepreneurship
- MSB-087 Pathways to Entrepreneurship

Approximate Number of Hours

80

Approximate Training Cost

\$1,129

Licensure/Certification Earned

Entrepreneurship and Small Business Certification from Certiport.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

CHILD CARE

Child Care Professional Early Childhood Teacher

This program is for those who seek responsible positions in the field of early childhood education. An early childhood teacher provides care and educational experiences for children ages 3 – 5 at a child care center. Teachers develop lesson plans, integrate curriculums, teach lessons, establish age-appropriate environments, discipline children, maintain records and interact with parents. This program meets the state requirements for the 90 clock hours of training in a school-aged program.

Courses

- CCT-514 Growth and Development in Early Childhood (online)
- CCT-107 Materials and Methods for Early Childhood Education

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Child Care Professional Infant/Toddler Teacher

This program is for those who seek responsible positions in the field of early childhood education. An infants and toddlers child care teacher works for a child care center providing care and educational experiences for children birth through age 2. He or she develops lesson plans, integrates curriculums, teaches lessons, establishes age-appropriate environments, disciplines children, maintains records and interacts with parents. This program meets the state requirements for the 90 clock hours of training in an infants and toddlers program for children birth through age 2.

Courses

- CCT-514 Growth and Development in Early Childhood (online)
- or CCT-107 Materials and Methods for Early Childhood Education
- and CCT-512 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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GET HELP PAYING FOR CAREER TRAINING

More than **\$100,000** in scholarships are available, plus tuition assistance for eligible non-credit students.

For info, visit
www.carrollcc.edu/tuitionassistance
or contact Beth Lee at **410-386-8096**.

075-02-24-1023

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410-386-8100

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Child Care Professional School Age Teacher

This program is for those who seek responsible positions in the field of early childhood education. A school age teacher works for a child care center providing care and educational experiences for children ages 6-14 most often before and after school in public and private institutions. Teachers develop lesson plans, integrate curriculums, teach lessons, establish age-appropriate environments, discipline children, maintain records and interact with parents. This program meets the state requirements for the 90 clock hours of training in a school age program for children ages 6 – 14.

Courses

- CCT-514 Growth and Development in Early Childhood (online)
- CCT-516 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

DRONE

UAS (Drone) FAA Remote Pilot

UAS (Unmanned Aircraft Systems) AKA drones can be utilized in nearly every industry imaginable. From marketing to construction to inspection, drones can be flown to collect data and gather images that can be processed, edited, and shared. Whether you want to diversify your abilities or start an exciting new career, becoming a commercial drone pilot is a great way to do it. The newly revised program adds more flight time that includes Night Flight, NIST training, and condensed hybrid classes.

Courses

- DRN-020 Commercial Remote Pilot Pt. 1
- DRN-021 Commercial Remote Pilot Pt. 2
- DRN-022 Advanced Remote Flight
- DRN-023 Foundations of Aerial Photo and Data

Approximate Number of hours

95

Approximate Training Cost

\$2,187

Licensure/Certification Earned

Students are prepared for two industry certifications: the Remote Pilot Certificate (Part 107) and the Basic Proficiency Evaluation for Remote Pilot (BPERP) Certificate.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

FITNESS

Personal Fitness Trainer

Personal fitness trainers facilitate rapport, adherence, self-efficacy and behavior change in clients as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, muscular endurance and strength, and sports performance.

Courses

- VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$584

Licensure/Certification Earned

Students are prepared to take the American Council on Exercise Certified Personal Fitness Trainer Exam.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Certified Health Coach

Certified Health Coaches work in different settings such as health clubs, wellness centers, insurance companies and clinical offices to collaborate with clients and empower them to meet their goals and take ownership of their health and wellness.

Courses

- AHE-392 Certified Health Coach

Approximate number of hours

45

Approximate Training Cost

\$584

Licensure/Certification Earned

Students are prepared to take the American Council on Exercise Certified Health Coach Exam.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

REGISTER NOW



Continuing Education & Training:
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410-386-8100

Carroll County residents: **DEDUCT \$10** per course
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HEALTH CARE

Certified Nursing Assistant (CNA)

CNAs perform routine tasks under the supervision of nursing and medical staff. Duties include answering patients' call lights, serving meals, making beds, and helping patients eat, dress and bathe. CNAs work day, evening and weekend shifts in hospitals and long-term care facilities.

Prerequisites

- AHE-315 BLS Provider or current AHA-BLS Provider CPR card
- AHE-257 CNA Preparation

Courses

- AHE-042 Certified Nursing Assistant Training Part 1 (Theory)
- AHE-580 Certified Nursing Assistant Training Part 2 (Clinical)

Approximate Number of Hours

133 hours (excluding prerequisites)

Approximate Training Cost

\$2,003 (excluding prerequisites)

Licensure/Certification Earned

Students who successfully complete the training are eligible to apply for a CNA license from the Maryland Board of Nursing.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Dental Assistant

Dental assistants play a vital role in dental offices helping dentists and dental hygienists provide services to patients. Duties may include maintaining medical records, assisting with collection of patient information, instrument and patient preparation, taking and developing x-rays, and casting impressions. Hours are generally standard daytime with some evening and weekend flexibility.

Prerequisite

- AHE-196 Professional Preparation in Health Care

Courses

- AHE-063 Introduction to Dental Assisting
- AHE-298 Oral Radiography

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,900 (excluding prerequisites)

Licensure/Certification Earned

Students who successfully complete Oral Radiography will be eligible to take the Radiation Health and Safety examination through the Dental Assisting National Board (DANB). This certification is required in Maryland for anyone who takes dental x-rays.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Emergency Medical Technician

Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to the critically ill and injured. They also provide transport to medical facilities. Hours may span days, evenings and weekends.

Courses

- AHE-373 Emergency Medical Technician 1
- AHE-320 Emergency Medical Technician 2

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

Successful completion of Emergency Medical Technician 1 and Emergency Medical Technician 2 prepares students to sit for the National Registry Emergency Medical Technician written exam and MIEMSS practical evaluation.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

**TUITION \$200
OR MORE?**

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to learn more!

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410-386-8100

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Workforce Training Certificates for Career Entry

Medical Assistant

A certified clinical medical assistant is an unlicensed multi-skilled health care practitioner competent in a variety of clinical and laboratory procedures and administrative roles. Medical assistants perform routine administrative and clinical tasks to keep physician, podiatry, chiropractic and other health practitioner offices running smoothly.

Courses

- AHE-651 Certified Clinical Medical Assistant – Part 1
- AHE-652 Certified Clinical Medical Assistant – Part 2
- AHE-653 Certified Clinical Medical Assistant – Part 3
- AHE-654 Certified Clinical Medical Assistant – Part 4
- AHE-655 Certified Clinical Medical Assistant – Part 5
- AHE-656 Certified Clinical Medical Assistant – Part 6

Approximate Number of Hours

448

Approximate Training Cost

\$4,952

Licensure/Certification Earned

Students will be prepared to take the certification exam and will be eligible for national certification as a Certified Clinical Medical Assistant through the National Healthcareer Association (NHA).

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Pharmacy Technician

Pharmacy technicians work in pharmacy settings in clinics, retail locations, hospitals and sometimes in physicians' offices. Their primary responsibility is to assist the pharmacist in the preparation and packaging of prescription drugs. Hours may span day, evening, night and weekend shifts.

Courses

- AHE-356 Pharmacy Technician Training I
- AHE-361 Pharmacy Technician Training II

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,506 (excluding prerequisites)

Licensure/Certification Earned

This course prepares students to sit for the Pharmacy Technician Certificate Exam (PTCE) offered by the Pharmacy Technician Certification Board. Individuals who pass are given the designation of CPhT (Certified Pharmacy Technician).

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Phlebotomy Technician

Phlebotomy technicians work in clinical laboratory settings, hospitals and sometimes physicians' offices. Their primary responsibility is to collect blood specimens as ordered by the physician. Hours may span day, evening, night and weekend shifts.

Prerequisite Courses

- AHE-196 Professional Preparation in Health Care
- AHE-315 BLS Provider or current AHA-BLS Provider CPR card

Courses

- AHE-200 Phlebotomy Technician Training I: Theory
- AHE-077 Phlebotomy Technician Training II: Clinical
- AHE-078 Phlebotomy Technician Training III: Clinical

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,325 (excluding prerequisites)

Licensure/Certification Earned

Successful completion prepares students to sit for the PBT exam administered through the American Society for Clinical Pathology (ASCP) Board of Certification.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

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410-386-8100

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Registered Behavior Technician

Registered Behavior Technicians (RBTs) work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. RBTs provide interventions that encourage socially acceptable behaviors, and build and improve upon communication, social interaction and problem solving skills. Hours may span days, evenings and weekends.

Courses

- AHE-388 Registered Behavior Technician® 40-Hour Training Part I
- AHE-389 Registered Behavior Technician® 40-Hour Training Part II

Approximate Number of Hours

40 hours

Approximate Training Cost

\$570

Licensure/Certification Earned

Successful completion meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the Registered Behavior Technician examination.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Sterile Processing Technician

Sterile processing technicians work behind the scenes in health care settings such as hospitals, surgical centers and physicians' offices to ensure instruments and equipment are properly cleaned, handled, sterilized and safe for patients. This program trains individuals to become sterile processing technicians and prepares you for sterile processing technician certification.

Prerequisite Courses

- AHE-315 BLS Provider or current AHA-BLS Provider CPR card

Courses

- AHE-316 Foundations for Health Care Careers
- AHE-299 Sterile Processing Technician Training Fundamentals

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,627 (excluding prerequisites)

Licensure/Certification Earned

Successful completion of AHE-299 prepares students to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Students must then complete 400 hours of work experience to apply for CRCST certification.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

REAL ESTATE

Home Inspector

Home inspectors conduct inspections of homes, condominiums, apartments and other residential dwellings. They are hired by prospective home buyers to inspect and report on the condition of a home's systems, components and structure, including the interior and exterior and all of the home's systems such as HVAC and electrical. This training is approved by the Maryland Commission of Real Estate Appraisers and Home Inspectors to provide home inspector pre-licensing training, which is required to receive a home inspector license in Maryland.

Courses

- VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

Upon completion, students will be eligible to sit for the National Home Inspector Examination.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Real Estate Sales Agent

Real estate agents help clients buy, sell and rent properties. Agents will work with customers to develop contracts, advertise properties, negotiate pricing and process all required paperwork through closing.

Courses

- REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

Students are prepared to sit for the Real Estate Sales Agent License exam.

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075-02-24-1023

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TRADES

Electrical Apprentice

Electrical apprentices work as tradesmen specializing in the installation of electrical wiring and fittings in new construction or the maintenance of existing electrical infrastructure. This trade is regulated for safety by the State of Maryland and its respective counties. Most work is completed during the day.

Courses

- VOC-174 Electrical Apprenticeship Year 1: Part 1
- VOC-030 Electrical Apprenticeship Year 1: Part 2
- VOC-577 Electrical Apprenticeship Year 2: Part 1
- VOC-032 Electrical Apprenticeship Year 2: Part 2
- VOC-578 Electrical Apprenticeship Year 3: Part 1
- VOC-034 Electrical Apprenticeship Year 3: Part 2
- VOC-579 Electrical Apprenticeship Year 4: Part 1
- VOC-036 Electrical Apprenticeship Year 4: Part 2

Approximate Number of Hours

627 classroom hours / 8,000 on-the-job training hours

Approximate Training Cost

Varies based on the agreement the student has with his or her employer.

Licensure/Certification Earned

Journeyman certification from the Maryland Department of Labor, Licensing and Regulation (DLLR).

For more information, call 410-876-0484.

HVACR Apprentice

HVACR apprentices are tradesmen specializing in heating, ventilation and air conditioning/refrigeration systems. Work may include installing, servicing and repairing heating and air conditioning systems in residences and commercial establishments. Apprentices usually begin by assisting experienced technicians with carrying materials, insulating refrigerant lines or cleaning furnaces, and move on to more difficult tasks such as cutting and soldering pipes and checking electrical and electronic circuits.

Courses

- VOC-315 HVAC Apprenticeship Training Year 1: Part 1
- VOC-316 HVAC Apprenticeship Training Year 1: Part 2
- VOC-357 HVAC Apprenticeship Training Year 2: Part 1
- VOC-358 HVAC Apprenticeship Training Year 2: Part 2
- VOC-405 HVAC Apprenticeship Training Year 3: Part 1
- VOC-406 HVAC Apprenticeship Training Year 3: Part 2
- VOC-582 HVAC Apprenticeship Training Year 4: Part 1
- VOC-583 HVAC Apprenticeship Training Year 4: Part 2

Approximate Number of Hours

630 classroom hours (157 hours per year)
8,000 on-the-job training hours

Approximate Training Cost

Varies based on the agreement the student has with his or her employer.

Licensure/Certification Earned

Students who successfully complete this training are awarded an HVACR Journeyman's license.

For more information, call 410-431-8889.

TRANSPORTATION

Truck Driver

Local drivers may provide daily service for a specific route while other drivers make intercity and interstate deliveries that take longer and may vary from job to job. Long-distance heavy truck and tractor-trailer drivers spend most of their time behind the wheel but may load or unload their cargo at their destination. Drivers frequently travel at night, on holidays and weekends to avoid traffic delays.

Courses

For information on CDL-A classes, call 410-386-8100.

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

CDL-A: \$5,500 (plus applicable fees)

Licensure/Certification Earned

Upon successful completion of this training and the MVA written and driving tests administered during class, a MD CDL-A license will be awarded.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE CAREER FAIR

TUESDAY, APRIL 16, 2024

LOOKING FOR A JOB?

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075-12-24 0923

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

This is an OHCQ approved 80-hour training to prepare assisted living managers. Topics include the philosophy of assisted living, aging process and its impact, assessment and level of care waiver, service planning, clinical management, admission and discharge criteria, nutrition and food safety, dementia, mental health and behavior management, end-of-life care, management and operation, emergency planning, quality assurance and the survey process. To meet OHCQ requirements, 100% attendance is required.

Courses

AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$1,209

Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

Medicine Aide Training

Currently employed Geriatric Nursing Assistants may safely prepare, administer and chart routine medicines in a nursing home.

Courses

AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$945

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

INFORMATION TECHNOLOGY

Digital and Social Media Professional

Digital and social media is a driving force in business, marketing and development. It may include branding, public affairs, marketing communications or community outreach and engagement. Digital and social media professionals may plan, execute and assess a comprehensive and effective social media campaign for corporations, government agencies or non-profit organizations.

Prerequisite Course

None

Courses (in order)

DAP-772 Introductory Seminar in Digital and Social Media

DAP-837 Social Media Strategies and Tactics

DAP-775 Social Media Analytics: Measuring and Assessing Metrics and ROI

DAP-807 Advertising on Social Media

DAP-778 Digital and Social Media Program Capstone

Approximate Number of Hours

33 hours

Approximate Training Cost

\$767

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

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Maryland senior adults pay **fees only**.

QuickBooks Online Specialist

Keep financial records complete by using QuickBooks Online accounting software. Compute, classify and record numerical data. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records for small businesses. May also check the accuracy of figures, calculations and postings pertaining to business transactions.

Courses

DAP-591 QuickBooks Online Pt. 1
DAP-762 QuickBooks Online Pt. 2

Approximate Number of Hours

24 hours

Approximate Training Cost

\$458

Licensure/Certification Earned

Students are prepared to take the Certipoint Intuit QuickBooks Certified User (QBCU) exam.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

MANAGEMENT & LEADERSHIP

Emerging Leader

First-time leaders have a lot to learn, and it's critical they receive the support they need to be successful early in their careers. In this online program, new leaders gain key skills needed to hit the ground running. Through 1:1 leadership coaching at various points in the program, participants receive individualized, real-time support to turn their insight into long-term impact.

Courses

- Your Leadership Journey
- Communicating with Impact
- Communicating Effectively to Increase Brand (MC*)
- Building and Sustaining Trust
- Gaining Momentum as a New Leader (MC*)
- Authenticity and Transparency (MC*)
- Prioritizing and Productivity (MC*)
- High-Impact Feedback & Listening
- Engaging and Retaining Talent
- Resolving Workplace Conflict
- Developing Yourself and Others
- Interaction Skills Challenge (MC*)

**These micro courses offer a short burst of learning to supplement primary course content.*

Approximate Number of Hours

12

Approximate Training Cost

\$1,759

Licensure/Certification earned

None

Mid/Senior Level Leader

While the fundamentals of effective leadership remain the same, the leadership landscape has changed dramatically. Mid- and senior-level leaders must navigate team performance in a hybrid world, foster employee engagement across generations, ensure the future viability of the organization and more. This online program is coupled with 1:1, real-time executive coaching, helps leaders build critical skills to elevate both their roles and organizations.

Courses

- Communication: Connect through Conversation
- Conversations with Courage and Candor (MC*)
- Coaching: Move People Forward
- Creating a Coaching Culture on Your Team (MC*)
- Mastering Executive Interactions
- Six Steps to Strategic Leadership
- Making High-Quality Decisions
- What's on your Radar (MC*)
- Driving Change
- Maximizing the Power Skills
- Boost Your Resilience (MC*)
- Building an Inclusive Culture (MC*)
- Developing Yourself and Others
- Engaging and Retaining Talent
- Resolving Workplace Conflict
- Engaging Quiet Quitters (MC*)
- Overcoming Your Workplace Burnout (MC)

**These micro courses offer a short burst of learning to supplement primary course content.*

Approximate Number of Hours

15

Approximate Training Cost

\$2,075

Licensure/Certification earned

None

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

EXAM PREPARATION FOR INDUSTRY CREDENTIALS

Start a new career or build your résumé with a state or national certification. Test preparation classes help you earn your industry certification.

If you complete an exam preparation class that is 30 hours or more, you will also receive a Workforce Training Certificate.

DRONE

UAS (Drone) FAA Remote Pilot

If you are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, this course will cover the application process and prepare you for the exam. Focus on the objectives that relate to the Aeronautical Knowledge Test which will allow successful students to obtain the FAA Airman Certificate. This certificate is necessary to apply for and obtain the Remote Pilot Certificate.

Course

- DRN-020 Commercial Remote Pilot Pt. 1
- DRN-021 Commercial Remote Pilot Pt. 2 (optional)

Approximate Number of Hours

20 hours

Approximate Training Cost

\$599

Licensure/Certification Earned

Students are prepared to sit for the Unmanned Aircraft General exam and earn their Remote Pilot Certificate.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

HOME IMPROVEMENT

Home Improvement Contractor: MHIC Exam Prep

Prepare to take the Maryland Home Improvement Contractors (MHIC) exam with an intensive review of the self-study contractor's manual used for the exam. Topics include the MD Home Improvement Law, Door-to-Door Sales Act, and a review of the various business and employee laws included in the exam. Business planning, start-up and operating considerations including sales and estimating are also covered. An MHIC license is required to practice in Maryland.

Courses

- VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

Enhance your skills as a human resources (HR) practitioner and prepare for HR certification through expert instruction, peer discussion and a comprehensive review of critical topics essential to HR professionals. Topics include the role of the HR professional, strategic business functions of HR, measuring employee effectiveness, and ethical and legal aspects of human resources. Visit HRCI at www.hrci.org and SHRM at www.shrm.org for certification levels, options and exam eligibility requirements.

Course

- MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

Students are prepared for industry-recognized certification exams through HRCI and/or SHRM.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Exam Preparation for Industry Credentials

INFORMATION TECHNOLOGY

CompTIA A+

Prepare to sit for the CompTIA A+ Certification exam. Topics covered include installing, upgrading, troubleshooting and configuring hardware, configuring operating systems and computer maintenance.

Courses

CMP-098 CompTIA A+ Certification Prep
1: Hardware

CMP-100 CompTIA A+ Certification Prep
2: Software

Approximate Number of Hours

48 hours

Approximate Training Cost

\$250

Licensure/Certification Earned

Students are prepared to sit for the CompTIA A+ Exam. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1101/1102 CompTIA A+ certification exam. In addition to these courses, you will need to complete the following course series: CompTIA A+ Certification Prep 3: Network Security.

***Note: Not all courses are offered in each schedule.** See the Course Index to locate the complete course listing within this schedule.

CompTIA Network+

Prepare to sit for the CompTIA Network+ Certification exam. Topics covered include managing, maintaining, troubleshooting, installing and configuring basic computer network infrastructure.

Courses

DAP-819 CompTIA Network+
Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

Students are prepared to sit for the CompTIA Network+ Exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

QuickBooks Online Specialist Certification Preparation

Keep financial records complete by using QuickBooks Online accounting software. Compute, classify and record numerical data. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records for small businesses. May also check the accuracy of figures, calculations and postings pertaining to business transactions.

Courses

DAP-124 QuickBooks Online Certified
User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$299 includes practice exam and voucher

Licensure/Certification Earned

Students are prepared to take the Certiport Intuit QuickBooks Certified User (QBCU) exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

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CAREER & CONTINUING PROFESSIONAL EDUCATION

Build Accounting Expertise with
A **QuickBooks** Online Course > page 27

Become a Caring Professional
Registered Behavior Technician > page 34

Draw on Our Top-Notch Training
For a Career in **Phlebotomy** > page 40



ADVANCED MANUFACTURING

AUTOMOTIVE

ASE Engine Performance

★ Part of a Workforce Training Certificate; see page 3

Prepare for the ASE A8 Engine Performance test and learn to diagnose and repair vehicle drivability concerns. Topics include personal safety practices, diagnostic equipment usage, and following the 5-step repair process. Students will learn how to confirm a customer concern, define the problem using course information and other resources, isolate the concern with test equipment, and how to repair the concern properly and verify the repair correctly. Students will learn how components of vehicle management systems operate and how they communicate with control modules. This hands-on class provides practical experience to repair the advanced technology found in modern vehicles.

VOC-789 | \$605 (includes fees: \$355)

A3 Tue, Thu | Jan. 23 – March 5 | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Todd Renfro

ASE Light Duty Hybrid/Electric

★ Part of a Workforce Training Certificate; see page 3

Prepare for the ASE L3 Light Duty Hybrid/Electric Vehicle Specialist test and learn to diagnose and repair hybrid/electric vehicle concerns. Topics include personal safety practices and special tools that are critical when working on hybrid/electric vehicles. Students will learn to diagnose and repair the 5 support systems of hybrid/electric vehicles, including the battery system, internal combustion engine, drive systems, power electronics and hybrid support systems. Learn how components of the hybrid/electric vehicle management systems operate and how they communicate with control modules. This hands-on class provides practical experience to repair the advanced technology found in hybrid/electric vehicles. For safety reasons, students must wear safety glasses when performing any testing or repairs during class.

VOC-790 | \$794 (includes fees: \$449)

A3 Tue, Thu | March 26 – May 21 | 6 – 9:15 p.m.
17 sessions | Main Campus
Instructor: Todd Renfro

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

Learn the basic 2D features of the latest versions of AutoCAD. This introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years).

XXP-070 | \$1,009 (includes fees: \$999)

A3 Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

This Certificate training program covers all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD. These three basic courses are essential for architects, engineers, interior designers and all those involved in the production of technical drawings. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter.

XXP-071 | \$2,609 (includes fees: \$2,599)

A3 Online Start Anytime 9 months to complete

NEW!



Electric Vehicle Training

Earn ASE Certification in Hybrid/Electric Vehicles

Prepare to sit for the ASE
A8 and L3 certification
tests with:

- Advanced training on hybrid & electric light duty vehicles
- Review of diagnosis of battery system, power electronics & safety

For current auto tech students
and experienced technicians.
Must have knowledge of electric
systems equivalent to ASE A6.

Classes:

- ASE Engine Performance
- ASE Light Duty Hybrid/Electric

See page 4 for Electric Vehicle
Training certificate details.

REGISTER NOW



Continuing Education & Training:
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410-386-8100

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

PRECISION MACHINIST

Industrial Safety

★ Part of a Workforce Training Certificate; see page 3

Safety is number one when working with heavy machinery. Take the necessary steps to keep yourself and others safe every day. Learn to identify Personal Protective Equipment (PPE) and how to increase awareness and safety. Topics include OSHA regulations regarding hazardous materials, bloodborne pathogens, fire safety and lockout procedures.

MFG-023 | \$325 (includes fees: \$260)

A3 March 4 – 11 |

Hybrid (online with 2 sessions held on campus)

Mon | March 4 & 11 | 6 – 8:30 p.m.

Main Campus

Tue – Sat | March 5 – 9

Online

Instructor: Harrison Wilt

Precision Measurement

★ Part of a Workforce Training Certificate; see page 3

It's necessary to measure correctly to use precision machinery correctly. Begin with basic math skills including addition and multiplication and learn to calculate missing angles and lengths of work pieces. Get step-by-step instructions using fractions and percentages. Practice in the classroom with precision measurement tools used in the industry and understand how it relates to real-world application. At least an 8th-grade math comprehension is recommended.

MFG-024 | \$189 (includes fees: \$120)

A3 March 25 – April 1 | 7 sessions

Hybrid (online with one or more sessions held on campus)

Mon | March 25 & April 1 | 6 – 8:30 p.m.

Main Campus,

Tue – Sat | March 26 – 30

Online

Instructor: Harrison Wilt

Materials and Machining

★ Part of a Workforce Training Certificate; see page 3

Familiarize yourself with the materials used in precision machining. Learn about the different strengths, fluids and other considerations. Review the National Institute of Metalworking Skills (NIMS) Core Machining skills. Put everything you've learned into practice with hands-on training using a manual drill. Prepare to sit for the NIMS Measurement, Materials and Safety certification.

MFG-025 | \$335 (includes fees: \$210)

A3P April 8 – April 29 | 19 sessions

Hybrid (online with one or more sessions held on campus)

Mon | April 8 - 29 | 6 – 8:30 p.m.

Main Campus

Tue – Sat | April 9 – April 26

Online

Instructor: Harrison Wilt

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see page 3

This course provides an introduction to gas and arc welding for beginning welders. Learn the safe and proper handling of welding equipment. Topics include welding and oxy-acetylene safety, electrode/filler metal selection, metal cutting techniques, and the basics of arc, MIG and TIG welding. The proper selection of appropriate welding process and electrode for various metals is also covered. Gain practical experience with welding equipment. For safety reasons, students must wear long sleeve shirt, long pants and hard shoes. Cost includes welding helmet and additional personal safety equipment and basic tools.

VOC-015 | \$785 (includes fees: \$445)

A4 April 17 – May 20 | 10 sessions

Wed, Mon | April 17 & 22 | 6 – 9:15 p.m.

Main Campus

Wed, Mon | April 24 – May 20 | 6 – 9:15 p.m.

Carroll County Career & Tech Center

Instructor: Aaron Gilmore

Advanced Welding

★ Part of a Workforce Training Certificate; see page 3

Build on the skills learned in Basic Welding. Gain additional hands-on practice making welds operating oxy-acetylene and arc welding equipment safely and properly. Learn new skills and techniques using TIG, MIG and arc welders. Weld plates in various positions including flat and vertical orientations to hone your skills. Develop career skills and take the first step to prepare for the American Welding Society (AWS) certification. For safety reasons, students must wear long sleeve shirts, long pants and hard shoes. Cost includes additional personal safety equipment and basic tools. Prerequisite: Basic Welding VOC-015.

VOC-467 | \$1,029 (includes fees: \$629)

A3P Tue, Thu | Jan. 9 – Feb. 27 | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center

Instructor: Harrison Wilt

Advanced Welding 2

★ Part of a Workforce Training Certificate; see page 3

Hone your welding skills for a desired application and prepare for the American Welding Society (AWS) D1.1 Welding Certification Exam. Continue to practice your technique and prepare a test plate for evaluation as part of the exam. Supervision and feedback will be provided as you complete a project consistent with those found in the workplace and prepare for the exam. Test voucher included in course cost. Prerequisite: Advanced Welding VOC-467.

VOC-728 | \$1,229 (includes fees: \$829)

A3P Tue, Thu | March 12 – May 21* | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center

Instructor: Michael Schweinsberg

*No class 3/19, 3/21, 3/28, 4/2, 4/9, 4/23

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Maryland senior adults pay **fees only**.

BUSINESS

ENTREPRENEURSHIP

Ready, Set, Go! 

Launch your new business with confidence and on the right foot. Find out what to expect from an experienced business consultant. Topics include options for business entities, resources available to start-ups, costs of services needed, licensing and tax considerations, loans and financial resources, marketing strategies, and all the perks and drawbacks that come with the life of an entrepreneur.

MSB-101 | No Cost

A3 Thu | Jan. 25 | 9–11 a.m.
1 session | Online

B3 Thu | Feb. 22 | 9–11 a.m.
1 session | Online

C3 Thu | March 28 | 9–11 a.m.
1 session | Online

A4 Thu | April 25 | 9–11 a.m.
1 session | Online

PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

Prepare for your venture into entrepreneurship with this specially designed certificate series. Recognize entrepreneurial traits and progress to complex ideas of how innovation kick starts entrepreneurial ventures. Immerse yourself in topics including financial accounting, business ethics, marketing and product planning. Both classes required for the Entrepreneurship Certificate.

Preparation for Pathways to Entrepreneurship 

* Part of a Workforce Training Certificate; see page 3

Learn the nuts and bolts of becoming an entrepreneur, from business planning to legal business entity formation. Get an overview of the Small Business Development Center (SBDC), its services, and what you can expect entering the business world including the business plan, finance management, funding sources and marketing – your guide to a successful future in the business world. Meet 1-on-1 with a consultant to better understand your business venture and to help you create your individualized content for Pathways to Entrepreneurship (second course in series) as well as provide resources for success.

MSB-075 | \$125 (includes fees: \$100)

A3 Mon | Jan. 8 | 5–9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski

B3 Mon | Feb. 5 | 5–9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski

C3 Mon | March 4 | 5–9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Mon | April 8 | 5–9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski



MILLER
Resources for Entrepreneurs

Scholarship Fund



Build your business... and we'll help pay for the training!

Eligibility:

- You must reside in Carroll County.
- Your business must operate in Carroll County.
- Must be a Miller (MSB) class or workshop.

Award total may include up to 100% of the cost for any new or existing business until funds are depleted.

For complete details and to apply, visit
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072-05-22 1021 CAR

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Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Pathways to Entrepreneurship

* Part of a Workforce Training Certificate; see page 3

Prepare for your venture into entrepreneurship. An entrepreneur is most successful when they are equipped with the knowledge and understanding of the business landscape. Find out everything you need to know to own and operate your own business. Get your business started on a solid foundation with core competencies including business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes 1-on-1 consultation.

MSB-087 | \$1,004 (includes fees: \$735)

A3 Online Jan. 9 – Feb. 27

B3 Online Feb. 6 – March 26

C3 Online March 5 – April 23

A4 Online April 9 – May 28

ESSENTIAL CLASSES AND WORKSHOPS

And Away We Grow: Business Essentials

Get your business started on a solid foundation with these essential tools. Learn basic business accounting terms and gain an understanding of various business insurance options and requirements available to you, and the risk associated with not having insurance. Discover and practice the presentation skills you need to pitch your business to various stakeholders including banks, investors and potential customers.

MSB-159 | \$209 (includes fees: \$125)

A3 Fri | Feb. 16 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 19 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

And Away We Grow: Marketing

Think through and format your unique business story to best position your marketing message. Whether it is in traditional advertising, on social media or through word-of-mouth, a better business story delivers better sales results. Learn about blogging, branding and various social media platforms to increase awareness and build your customer base. Find the right combination of marketing tools for your business to execute an overall strategy that will make your passion profitable.

MSB-160 | \$209 (includes fees: \$125)

A3 Fri | Feb. 23 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 26 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

Small Business Marketing Workshop

People like stories. Good stories capture their attention and are easy for others to retell. Each business has a unique story. Your business story should illustrate how your business works, what it offers to customers and why people should want to do business with you. Come to this fun workshop and work with others to tell your story better. Whether it is in advertising, on social media or through word-of-mouth, better business stories promote better business results.

MSB-069 | \$209 (includes fees: \$125)

A3 Fri | Feb. 9 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

A4 Fri | April 5 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

Understanding Accounting and Financial Statements

You have a good product or service, but are your accounting and business skills up to par? Learn the basics of business accounting and small business principles, and how to understand financial statements and other business documentation.

MSB-121 | \$209 (includes fees: \$125)

A3 Tue, Thu | Feb. 20 & 22 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A4 Tue, Thu | April 16 & 18 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Understanding Business Insurance

Every business is different when it comes to insurance needs and requirements for coverage. Learn about the various types of business insurance that are available and which ones make sense for your business. Get tips on what and how much insurance to buy and make sure you have the basis for understanding how to rightsize your insurance needs.

MSB-072 | \$209 (includes fees: \$125)

A3 Tue, Thu | Feb. 13 & 15 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

Blogging Workshop

Learn how to set up a blog and the basic techniques for getting started. Building an online journal of your business's activity is an inexpensive way to increase awareness of your business, build a customer base and get sales.

MSB-068 | \$209 (includes fees: \$125)

A3 Tue, Thu | Jan. 16 & 18 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Thomas Mazerski

B3 Tue, Thu | March 12 & 14 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Thomas Mazerski

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Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

NEW! Customized Business Development

This course is intended for start-up entrepreneurs and new business owners seeking to obtain personalized small business training and support. Receive up to 10-hours of training and support on topics that align with your unique needs, including business planning, website domain registration, website design, marketing concepts and basic financials. Appropriate templates and worksheets are provided.

MSB-094 | \$419 (includes fees: \$314)

A3 Fri | Jan. 5 – Feb. 2* | 6 – 8 p.m.

4 sessions | Main Campus

Instructor: Thomas Mazerski

*No class 1/5

B3 Fri | Feb. 9 – March 8 | 6 – 8 p.m.

5 sessions | Main Campus

Instructor: Thomas Mazerski

C3 Fri | March 15 – April 12* | 6 – 8 p.m.

4 sessions | Main Campus

Instructor: Thomas Mazerski

*No class 3/22

A4 Fri | April 19 – May 17 | 6 – 8 p.m.

5 sessions | Main Campus

Instructor: Thomas Mazerski

How to Maximize the Value of Your Business

Learn the various techniques used to value a business and how these techniques can help you maximize value. First, you will learn the various modeling applications used to evaluate a business's worth. Second, learn how to use pricing and sales methods to increase and maximize value within your business planning process. Finally, learn how to set goals to measure and hit the value targets you set to be consistent with your long-term exit strategy.

MSB-090 | \$209 (includes fees: \$125)

A3 Wed | March 13 | 8 a.m. – 12:45 p.m.

1 session | Online

Instructor: Thomas Mazerski

How to Start and Market Your Business Online

Learn the process of setting up and marketing your business online from how to select your type of business structure and register your business to utilizing various social media marketing platforms. First, learn how to register your business online, how to select and register a .com (domain) and how to set up your initial web pages. Then, learn how to market your business online using various social media platforms including Facebook, Twitter, Instagram and LinkedIn, as well as how to post blogs.

MSB-161 | \$209 (includes fees: \$125)

A3 Fri | Jan. 19 | 8 a.m. – 12:45 p.m.

1 session | Online

Instructor: Thomas Mazerski

B3 Fri | March 29 | 8 a.m. – 12:45 p.m.

1 session | Online

Instructor: Thomas Mazerski

How to Pitch Your Business

Many times you will only have five minutes or less to explain your business to key stakeholders like customers, vendors, bankers or investors. If you are starting a new business or have an existing business, learning the techniques of pitching your business will be key to your success. The explanation of your business and your plan for success needs to be clear and concise, using simple language with memorable words and ideas. This workshop will help you practice these techniques.

MSB-157 | \$209 (includes fees: \$125)

A3 Fri | March 1 | 8 a.m. – 12:45 p.m.

1 session | Online

Instructor: Thomas Mazerski

Increasing Sales Through Business and Social Networking

Meet potential clients, build a referral network and grow your business through networking. Take advantage of the more than 40 years of sales experience behind this workshop and prepare to connect with potential customers through proven and effective personal networking skills. Find out how to locate the business groups and associations that can influence your business. Learn how to interface one-on-one with individuals who can help you maximize your business sales opportunities. Leave with the skills to develop an ongoing relationship with your contacts and the follow-up techniques to maximize your sales opportunities.

MSB-086 | \$209 (includes fees: \$125)

A3 Wed | Feb. 14 | 6 – 10:45 p.m.

1 session | Main Campus

Instructor: Doug Donaldson

A4 Wed | April 17 | 6 – 10:45 p.m.

1 session | Main Campus

Instructor: Doug Donaldson

Raising Money Through Crowd Funding

Learn about crowd funding and the various processes you need to follow for raising money via equity funding. Learn the various types of crowd funding available and then review the type of business structure you need to sell shares of stock as well as how to prepare a business plan/private placement to present to potential investors. Wrap up by learning how to prepare a capitalization table for purposes of pricing each share of equity you plan to sell.

MSB-091 | \$209 (includes fees: \$125)

A4 Wed | April 10 | 8 a.m. – 12:45 p.m.

1 session | Online

Instructor: Thomas Mazerski

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075-02-24-1023

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Maryland senior adults pay **fees only**.

Social Media Content Creation

Social media stands apart in online marketing as an essential way to communicate and engage with the modern consumer. Today's customers are active online and waiting for their favorite businesses to effectively communicate and engage with them. Creating a consistent, inviting and branded social media presence can dramatically increase your interaction with your online audience, grow your reach and showcase the uniqueness of your brand. Learn how to craft a social media presence to attract your audience through solid strategy, focused content and appealing information that does not take all your working hours to produce. Utilize tools such as content calendars, brainstorming charts and campaign themes to give direction, clarity and power to your post. Construct stories, snaps, tweets and videos to put out into the world with a custom marketing strategy that will grow your business.

MSB-080 | \$209 (includes fees: \$125)

A3 Fri | Jan. 26 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 5 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

Website Development

Your website is the foundation of all your marketing efforts in the modern marketplace. It's an online home for your business. Developing a successful website incorporates marketing, sales, copywriting, web design, information technology and branding. This workshop will guide you step-by-step through moving your new online home from your to-do list to a fully launched site that your audience can use to find, contact and support you. Even if you have no background with web development, this workshop provides the instruction and resources to help you write, design and launch your website and increase your brand presence in as little as three weeks. If you already have a website, this course can help you enhance its effectiveness and scope, refresh your text and design, expand your single page layout or even launch a secondary portion for a new product or service.

MSB-082 | \$209 (includes fees: \$125)

A3 Mon | Jan. 22 – Feb. 5 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Thomas Mazerski

A4 Mon | April 8 – 22 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Thomas Mazerski

ONLINE PARTNERSHIP CLASSES

Accounting Fundamentals

Increase your financial awareness and better manage your small business finances. Learn the basics of double-entry bookkeeping and how to analyze and record financial transactions. Get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Cover writing checks, preparing an income statement and closing out accounts at the end of each fiscal period. Build a solid foundation in financial matters.

FIN-124 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

Accounting Fundamentals II

Build on the knowledge in Accounting Fundamentals or another introductory accounting course, and gain a solid understanding of corporate accounting practices. Explore special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings and various financial reports for corporations. Increase your financial awareness and accountability while also gaining a marketable skill.

FIN-125 | \$139 (includes fees: \$115)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

Blogging and Podcasting for Beginners

Learn how to create your very own blog and podcast using the tools that you already have available on your computer. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

MSB-077 | \$135 (includes fees: \$109)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

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Carroll County residents: **DEDUCT \$10** per course
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Maryland senior adults pay **fees only**.

Using Social Media in Business

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you're a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today's globally connected environment, social media is a game changer for businesses. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.

MKT-011 | \$145 (includes fees: \$119)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

Enhance your skills as a human resources (HR) practitioner and prepare for HR certification through expert instruction, peer discussion and a comprehensive review of critical topics essential to HR professionals at every stage of their careers. This course highlights important challenges facing organizations in today's complex environment and arms HR professionals at all levels with knowledge and strategies to influence positive work outcomes. For those not seeking certification, this course provides a comprehensive and accelerated option for professional HR development. Topics include the role of the HR professional, strategic business functions of HR, measuring employee effectiveness, and ethical and legal aspects of human resources. Visit HRCI at www.hrci.org and SHRM at www.shrm.org for certification levels, options and exam eligibility requirements.

MGT-572 | \$1,159 (includes fees: \$375)

A4 Tue, Thu | April 16 – May 23 | 6 – 8:30 p.m.
12 sessions | Online
Instructor: Charlene Morazzani Hood

MANAGEMENT & LEADERSHIP

Contact Business Solutions at 410-386-8095 for additional management development programs and services.

NEW! Leadership on the Battlefield

Designed for managers of all levels, this course takes participants to a local battlefield, blending American History from the Civil War era with decision making and leadership principles used in business today. At each stop on the chronological tour of the battlefield, learn who the key figures were, the objectives at hand and the decisions that were made and why. Insights from the battlefield are then applied to situations encountered as a leader in today's business environment, focusing on how decisions are made, the impact of decision making and basic leadership principles. The bus will leave for Gettysburg from Hunt Valley and from the College campus for the Antietam class. Transportation logistics may vary and will be communicated to students in advance of session.

MGT-620 | \$249 (includes fees: \$174)

A3 April 5 & May 9 | 2 sessions
Fri | April 5 | 8 a.m. – 6 p.m. Gettysburg
Thu | May 9 | 8 a.m. – 6 p.m. Antietam

Putting the Success in Succession Planning

Across the U.S., significant numbers of experienced professionals are exiting the workforce daily, leaving behind critical knowledge and employment gaps. This trend comes at a time when the already challenging task of attracting and retaining talent can make the difference between a successful and unsuccessful organization. In spite of these facts, many organizations are failing at their succession planning efforts. Join fellow managers and human resource professionals for this 2-part, online course that will provide practical tactics and considerations for managing critical knowledge and ensuring business continuity in your workplace. This course meets the Ethics requirement toward aPHR™, aPHRI™, PHR®, PHRca®, SPHR®, G PHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®) and has been submitted for 7 recertification credit hours. Carroll Community College is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP. This course has been approved for 7.00 HR (General) recertification credit hours toward SHRM-CP or SHRM-SCP.

MGT-593 | \$169 (includes fees: \$30)

A4 Wed | April 3 & 10 | 8:30 a.m. – 12:30 p.m.
2 sessions | Online
Instructor: Charlene Morazzani Hood

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Leadership Peer Advisory Group (LPAG)

Are you an executive, business owner, government director, unit lead or senior HR professional feeling the weight of doing business in an ever-changing environment?

SURROUND YOURSELF WITH A SELECT GROUP OF HIGH-ACHIEVING, DEDICATED PEERS TO:

- Discuss your most pressing challenges and opportunities
- Vet organizational decisions
- Leverage strengths
- Discover blind spots
- Learn new concepts
- Collaboratively create solutions to your biggest business problems

“I have attended local, state and national leadership development workshops; I believe this program has been the most impactful and practical one of them all. The relationships cultivated in these sessions provide a support system that I will use for years to come.”

—Andrea Berstler
Executive Director, CCPL

Details and application at
www.carrollcc.edu/lpag.

More info: 410-386-8095
business-solutions@carrollcc.edu



121-08-23-0223 CAR

LEADERSHIP CERTIFICATE PROGRAMS

The need for strong leadership within an organization has never been more urgent. Develop yourself through a personalized, online program that incorporates best practice leadership content, online supplemental resources, and 1:1 leadership coaching to support your success. Leaders who fulfill program requirements will receive a certificate and digital badge to showcase their achievement and acquired competencies.

NEW! Emerging Leader Certificate Program

★ Part of a Workforce Training Certificate; see page 3

First-time leaders have a lot to learn, and it's critical they receive the support they need to be successful early in their careers. In this approximately 12-hour, online certificate program, new leaders gain key skills needed to hit the ground running. Through 1:1 leadership coaching at various points in the program, participants receive individualized, real-time support to turn their insight into long-term impact. Select program courses include:

- Communicating with Impact
- Gaining Momentum as a New Leader
- Building & Sustaining Trust
- Engaging & Retaining Talent
- Resolving Workplace Conflict
- Developing Yourself & Others

MGT-613 | \$1,759 (includes fees: \$1,216)

A3 Online Jan. 22 – July 19

NEW! Mid/Senior-Level Leader Certificate Program

★ Part of a Workforce Training Certificate; see page 3

While the fundamentals of effective leadership remain the same, the leadership landscape has changed dramatically! Mid- and senior-level leaders in organizations today must navigate team performance in a hybrid world, foster employee engagement across generations, ensure the future viability of the organization and more. This approximately 15-hour, online certificate program is coupled with 1:1, real-time executive coaching, helping leaders build critical skills to elevate both their roles and organizations. Select program courses include:

- Communication: Connect Through Conversation
- Coaching: Move People Forward
- Mastering Executive Interactions
- Six Steps to Strategic Leadership
- Making High-Quality Decisions
- Driving Change
- Maximizing the Power Skills
- Boosting Your Resilience
- Engaging & Retaining Talent

MGT-614 | \$2,075 (includes fees: \$1,425)

A3 Online Jan. 22 – July 19

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Maryland senior adults pay **fees only**.

NON-PROFIT

NEW! Financial Bootcamp for Non-Profit Agency Professionals

Professionals in the non-profit arena need to understand their agency's financial status to be effective, informed decision-makers, and to ensure compliance with governing regulations. This full-day workshop will help attendees understand budgets and the role they play in accomplishing an institution's mission. It will take an in-depth look at the major financial statements to assist professionals understand sources of revenues and how those revenues are allocated to programs. Information needed to obtain grants will also be explored. This course meets the Ethics requirement toward aPHR™, aPHRI™, PHR®, PHRca®, SPHR®, G PHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®) and has been submitted for 7 recertification credit hours. Carroll Community College is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP. This course has been approved for 7.00 HR (Business) recertification credit hours toward SHRM-CP or SHRM-SCP.

MGT-607 | \$199 (includes fees: \$30)

A3 Fri | Feb. 9 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Darlene Ely

PROFESSIONAL DEVELOPMENT

Business Writing for Professionals



Hone your business writing skills to develop clear and effective emails, reports, proposals and other business documents. This half-day, online workshop will cover defining your target audience and writing objective; general conventions of effective business writing; grammar, formatting, and syntax review; and practical tools for presenting ideas with clarity and confidence.

MGT-609 | \$129 (includes fees: \$30)

A3 Wed | March 27 | 9 a.m. – 1:30 p.m.
1 session | Online

PROFESSIONAL & LEADERSHIP DEVELOPMENT

NEW! Be prepared for whatever the workplace throws at you with these on-demand, online and self-paced, offerings. Call 410-386-8095 for more information and to register.

Communicating with Impact



Many organizations focus on technical skills as all-important to success in the workplace. Yet strong interpersonal skills are equally essential in transforming employees into exceptional performers who have a greater impact in their roles. This course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships and achieve desired results.

\$117 (includes fees: \$107)

Driving Change



In today's complex and competitive environment, it's no surprise that 70% of workplace change initiatives fail. For workplace change initiatives to be successful, organizations need leaders who are able to turn resistance into commitment and inspire team members to take ownership of change. This course provides the skills and resources learners need to accelerate the process of implementing change with their team members and create an agile work environment where people are more open to change.

\$117 (includes fees: \$107)

Engaging and Retaining Talent



Research tells us that employee engagement is the primary enabler behind the successful execution of any business strategy. And no one affects engagement and retention more than the employee's immediate leader. This course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversations" and "retention conversations." They explore ways to offer recognition and create an engaging environment using no-cost "everyday engagers."

\$117 (includes fees: \$107)

Resolving Workplace Conflict



Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time and reduce costs. An unfortunate but natural byproduct of these challenges is conflict. While conflict can lead to discoveries such as new ideas and innovative breakthroughs, it can also, if allowed to escalate, result in damage to critical working relationships. This course teaches learners how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and practice using the Interaction Essentials as they coach then mediate to resolve a conflict.

\$117 (includes fees: \$107)

REAL ESTATE

Maryland Real Estate Principles & Practices

Become a real estate salesperson. 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 qualifies 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, basic mathematics and the real estate day-to-day activities.

REA-266 | \$896 (includes fees: \$704)

A3 Tue, Thu | Feb. 27 – May 9* | 6 – 9:15 p.m.
20 sessions | Main Campus
Instructor: Joseph Stephens
*No class 3/19, 3/21

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Carroll County residents: **DEDUCT \$10** per course
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Home Inspection Training

Prepare for a career as a home inspector. Learn basic residential construction standards and processes, the home inspection process, and inspection techniques and defect recognition. Topics covered include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Includes tips on starting your own home inspection business. This course has been approved by the Maryland Commission of Real Estate Appraisers and Home Inspectors to provide the home inspector pre-licensing training required to receive a home inspector license in Maryland.

VOC-330 | \$1,107 (includes fees: \$864)

A3 Mon, Thu | Jan. 29 – May 6* | 6:30 – 9:45 p.m.
27 sessions | Main Campus
Instructor: Chris Jenkins
*No class 3/18, 3/21

NEW! Defect Recognition and Report Writing Course

This continuing education course will help the home inspector to write a comprehensive home inspection report according to the standards and the inspector's observations. Topics include entering data into a checklist, describing the difference between a checklist and a narrative report, listing the report narrative and identifying defects found during a typical home inspection in writing.

VOC-792 | \$156 (includes fees: \$103)

A3 Sat | March 2 | 8 a.m. – 5 p.m.
1 session | Main Campus
Instructor: Chris Jenkins

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Keyboarding

Learn touch-typing or improve your existing typing skills. Use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type, i.e., to type text you read without looking at your keyboard. Learn how to create, edit and save word processing documents. As you improve your typing speed and accuracy, use the word processor's timed writing feature to hone your skills. Learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. By the end of the course, you'll know how to touch-type the alphabetic, numeric and symbol keys; create, save and edit word processing documents; and successfully take a timed writing test during a job interview.

DAP-347 | \$135 (includes fees: \$109)

D2 Online Dec. 13 – Jan. 19

Microsoft Office Skills: Building a Strong Foundation

Are you new to Microsoft Office? Or, are you looking to update your knowledge for your current job or a new one? This overview course will equip you with a solid foundation of the most relevant features for three key Office applications: Word, Excel and PowerPoint. Learn how to create basic documents using Word, work with numbers and spreadsheets in Excel, and generate basic presentations with PowerPoint. Highly recommended: Experience with mouse, keyboard and Windows.

DAP-126 | \$180 (includes fees: \$120)

A4 Mon, Wed | April 1 – 15 | 6:30 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Julia Reier

Introduction to Microsoft Word 2019

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

CMP-103 | \$157 (includes fees: \$119)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

Introduction to Microsoft PowerPoint 2019/Office 365

This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality saving, editing, and sharing your presentations online.

CMP-101 | \$157 (includes fees: \$119)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

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Maryland senior adults pay **fees only**.

Introduction to Microsoft Outlook 2019

Many people rely on Microsoft Outlook 2019, a unique tool to help you manage email, appointments, tasks, and contacts in a single program. In this course, you'll learn how to use Microsoft Outlook 2019 for Windows. You will learn to save, sort, organize, and read email messages. Set appointments along with reminders. Set appointments along with reminders. So you'll never miss an important date! Store and search through names of important people and their contact information, and create task lists to help you make progress on different projects. By the end of the course, you'll master how to effectively navigate Outlook's four main features: Mail, Appointments, People, and Tasks.

CMP-102 | \$157 (includes fees: \$119)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

Introduction to Microsoft Access 2019

Virtually every industry can benefit from the use of Microsoft Access to organize, store, and document their essential information. Data ranging from inventory and customer information to orders details and vendors can be effectively organized with Microsoft's long-standing software. If you work with databases of any kind, learning how to use Access will add a valuable skill set to your professional profile. This course will teach you one of the most useful skills for both job seekers and those looking for promotion. If you know how to use Microsoft Excel, learning Access informs and enhances your current skill set, allowing you to take a stronger role in database management. This course is for Access versions 2019, 2021 and 365.

CMP-105 | \$157 (includes fees: \$119)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

How to Get Started in Game Development

Whether you want to start your own independent game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will learn why many games fail and how to ensure your games are positioned for success. During the course, you will gain hands-on experience in many of the game development processes.

CMP-084 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

Video Game Design and Development

This is a starting point for students seeking a professional career as a video game designer and developer. Well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor. Content is available online for 12 months after enrollment.

XXG-067 | \$2,155 (includes fees: \$2,145)

A3 Online Start Anytime *12 months to complete*

A4 Online Start Anytime *12 months to complete*

FINANCIAL

QuickBooks Online Pt. 1

 **Part of a Workforce Training Certificate; see page 3**

This in-person class covers QuickBooks Online, a user-friendly accounting software program that lets you invoice your customers, receive payments, create statements, prepare estimates, and enter and pay bills. Additional topics include bank deposits, check writing, funds transfers, bank reconciliation, journal entries, credit cards, sales tax, loan payments and profit analysis. Highly recommended: Familiarity with basic accounting/book-keeping concepts, computer skills and use of Windows. Suggested prerequisite: Understanding Account and Financial Statements MSB-121.

CMP-092 | \$229 (includes fees: \$145) plus text

A3B Mon, Thu | Jan. 22 – Feb. 5 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Online Pt. 2

 **Part of a Workforce Training Certificate; see page 3**

Upgrade your knowledge of QuickBooks Online with this in-person class. Learn how to customize forms and create reports and graphs to better serve your clients. Cover payroll preparation, online banking and job estimates. Prerequisites: DAP-591, QuickBooks Pro Level 1. Familiarity with basic accounting/book-keeping concepts, computer skills and use of Windows.

CMP-093 | \$229 (includes fees: \$145) plus text

A3BP Thu, Mon | Feb. 8 – 22 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Online Certified User Exam Prep

Prepare to sit for the Intuit QuickBooks Online Certified User exam. Topics include managing payroll in QuickBooks, establishing new business accounts and producing a balance sheet, managing payroll and profit/loss statements. Exam voucher included in course cost. Prerequisite: DAP-762, QuickBooks Pro Level 2

CMP-094 | \$299 (includes fees: \$237) plus text

A3B Mon, Thu | Feb. 26 & 29 | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Shanelle Hopkins

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Carroll County residents: **DEDUCT \$10** per course
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Maryland senior adults pay **fees only**.

ADOBE CREATIVE CLOUD

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. Highly recommended: Basic keyboard and mouse skills and experience with Windows-based programs. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-440 | \$159 (includes fees: \$109) plus text

A3B Mon, Wed | Feb. 26 – March 4 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

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. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-573 | \$159 (includes fees: \$109) plus text

A3BP Mon, Wed | April 1 – 8 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

InDesign Level 1

From ads to flyers to booklets, design and produce professional print documents and layouts. Learn to manipulate text, shapes, colors and frames to create eye-catching print products using hands-on, interactive exercises. Topics include program navigation and integration with Illustrator and Photoshop, working with text, setting up documents and working with frames and color. Highly recommended: Experience with Windows-based programs and mouse skills. Mac computer experience preferred but not required. This course utilizes Adobe InDesign CC.

DAP-441 | \$159 (includes fees: \$109) plus text

A3B Mon, Wed | Jan. 29 – Feb. 5 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Adobe Certified Professional in Video Design (Vouchers Included)



Are you interested in Video Design? Does the power to influence using video content appeal to you? If so, then this course is for you! Video content is used almost everywhere. Successful video editors know how to use their technical skills with precision to tell a story. If you want to become a master storyteller, achieving the Adobe Certified Professional in Video Design credential will help you. Earn the necessary certifications in Premiere Pro and Photoshop Adobe Certified Associate to show you have the editing skills to turn clips into a cinematic original. This course prepares you for the Adobe Premiere Pro and Adobe Photoshop certification exams. If you pass both of those exams, you earn the Adobe Certified Professional in Video Design credential.

XXG-188 | \$1,505 (includes fees: \$1,495)

A3 Online Start Anytime 6 months to complete

A4 Online Start Anytime 6 months to complete

CODING & PROGRAMMING

CompTIA A+ Certification Prep 1: Hardware



Get ready to roll up your sleeves and dive inside your personal computer! The CompTIA A+ Certification Prep 1: Hardware course is the first of three CompTIA courses you will need to take to successfully prepare for your A+ certification. It teaches you about the hardware common to nearly every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. Throughout our CompTIA A+ prep course, you will learn techniques every tech masters for building and troubleshooting all sorts of computers, plus get the inside scoop on how techs work within the enterprise. This computer hardware course also gives you the base knowledge needed to continue your CompTIA A+ certification studies for the 220-1101 and 220-1102 exams.

CMP-098 | \$135 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

CompTIA A+ Certification Prep 2: Software



The CompTIA A+ Certification Prep 2: Software course picks up where the CompTIA A+ Certification Prep 1: Hardware course left off and dives into Windows, macOS, and Linux. Throughout the CompTIA A+ prep training, you will learn about operating systems from installation to operations, maintenance to troubleshooting. Our computer software training course teaches you about virtualization and virtual machines, plus it goes in-depth on printer and multifunction device technologies. This CompTIA A+ prep course takes you through the second of three prep courses you need to become both a highly competent computer tech and a CompTIA A+ certified technician, using the 1101 and 1102 competencies.

CMP-100 | \$135 (includes fees: \$120)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

CompTIA Network+ Certification Prep



This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more. This course will prepare you for the current exam objectives (N10-006).

DAP-819 | \$135 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

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SPRING OPEN HOUSE

Thursday, April 11 | 6 – 8 p.m.

EVERYONE IS INVITED!

Drop in and discover why we're the #1 choice to start or advance your career.

LEARN ABOUT:

- Job training opportunities for licensure and certification.
See pages 3 – 15 for more than 40 non-credit career training programs.
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- Adult education programs (GED® & ESOL)
- Associate degree pathways and certificate programs
- Student clubs, service learning, sports & other extracurricular activities
- Financial aid, scholarship and payment plan options
- Ways Carroll can help you transfer to a 4-year college/university
- Dual Enrollment (no cost for CCPS students)

ATTEND INFORMATION SESSIONS:

- Licensure and certification career training programs
- Admissions and aid; course planning and transfer; student involvement
- Information session in Spanish will cover programs, scholarships and other helpful info.

College tours will be offered. Refreshments will be served.

For questions, visit www.carrollcc.edu/openhouse,
email admissions@carrollcc.edu or call Admissions at 410-386-8430.

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29

Carroll County residents: **DEDUCT \$10** per course
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Introduction to Java Programming



If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

DAP-768 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

Introduction to Python 3 Programming



The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier. Learn to create basic programming structures including decisions and loops. Move on to more advanced topics such as object-oriented programming with classes and exceptions. Explore unique Python data structures such as tuples and dictionaries, and learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs or graphical user interfaces, this course will give you the tools to use Python with skill and confidence.

CMP-017 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

Python Developer



This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python.

XXG-162 | \$1,005 (includes fees: \$995)

A3 Online Start Anytime 6 months to complete

A4 Online Start Anytime 6 months to complete

CYBERSECURITY

Introduction to PC Security



This course, taught by a security expert, will bring you up to speed on the fundamentals of PC and network security. Understand and explore the vulnerabilities of operating systems, software and networks. Get into the minds of hackers and crackers to develop an understanding of the exploits they use to access your computer without your knowledge. Find out why, where and how viruses, worms and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding and other network attacks. Learn a safe way to share files and data across the internet through a virtual private network. You will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

DAP-096 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

Introduction to PC Troubleshooting



Go step by step through typical hardware and operating system problems encountered by technicians, and learn troubleshooting techniques to decipher and solve any problem. Once you've mastered the basics, launch into some of the more advanced problems that crop up on the PC and learn how to diagnose and fix those problems. Learn how to maintain and optimize a Windows PC.

DAP-105 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

DIGITAL AND SOCIAL MEDIA

Introductory Seminar in Digital and Social Media



* Part of a Workforce Training Certificate; see page 3

Make your business or product stand apart from the crowd. Learn the basic tenets of digital and social media marketing, including establishing and building a consistent and bold brand across all media platforms. Students will receive instructions and a rubric for the final capstone projects including the development of a comprehensive digital and social media plan. First required course in the Digital and Social Media Certificate.

DAP-772 | \$119 (includes fees: \$60)

A3 Mon, Wed Feb. 26 & 28 | 6:30 – 8:30 p.m.
2 sessions | Online

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Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Social Media Strategies and Tactics



★ Part of a Workforce Training Certificate; see page 3

Analyze how social media tools serve as listening and outreach tools for building brand or cause awareness and promoting issues. Create a social media strategy to reinforce your brand online through tools such as social networks, internet forums, message boards, blogs, podcasts, and picture and video sharing. Create a written plan for achieving business goals through digital and social media strategies as an integral component of marketing campaigns. Focus on the elements of building a successful tactical social media roadmap, including the operational requirements for a successful social media presence. Prerequisites: DAP-772 Introductory Seminar in Digital and Social Media. Second required course in the Digital and Social Media Certificate.

DAP-837 | \$269 (includes fees: \$160)

A3P Mon, Wed | March 4 – 27* | 6:30 – 8:50 p.m.
6 sessions | Online
*No class 3/18, 3/20

Social Media Analytics: Measuring and Assessing Metrics and ROI



★ Part of a Workforce Training Certificate; see page 3

Learn how to measure and evaluate the impact of marketing, branding and outreach tactics to describe performance in relation to your goals. Examine quantitative and qualitative measurements to provide context for audience search trends, traffic and social behavior such as sharing content. You will learn how to develop and create reports that will develop your organization's understanding, identify areas for improvement and ensure confidence in your ongoing social media strategy. Prerequisite: DAP-837. Third required course in the Digital and Social Media Certificate.

DAP-775 | \$169 (includes fees: \$90)

A4P Mon, Wed | April 1 – 8 | 6:30 – 8:50 p.m.
3 sessions | Online

Advertising on Social Media



★ Part of a Workforce Training Certificate; see page 3

As the visibility of social media organic (free) posts decreases in social media feeds, organizations must consider ways to increase their presence through social media paid advertising. Explore the trends of social media advertising and learn best practices for creating a strategy and the basics for getting started to advertise on Facebook, Instagram and Twitter. Prerequisite: DAP-775. Fourth required course in the Digital and Social Media Certificate.

DAP-807 | \$119 (includes fees: \$60)

A4P Wed, Mon | April 10 & 15 | 6:30 – 8:30 p.m.
2 sessions | Online

Digital and Social Media Program Capstone



★ Part of a Workforce Training Certificate; see page 3

This capstone course is an in-depth review of the certificate program content. Students will present and defend a strategic digital and social media plan they intend to implement, manage and assess in their workplace. Faculty and peers will listen, ask questions, assess and provide feedback on the effectiveness of the strategy and lessons learned. Last course in the Digital and Social Media Certificate. Prerequisites: DAP-772, DAP-837, DAP-775 and DAP-807. Final required course in the Digital and Social Media Certificate.

DAP-778 | \$119 (includes fees: \$60)

A4P Wed, Mon | April 17 & 22 | 6:30 – 8:30 p.m.
2 sessions | Online

DRONES (UAS)

Commercial Remote Pilot Pt. 1

★ Part of a Workforce Training Certificate; see page 3

Take the first step to becoming a commercial drone pilot. Learn the rules and regulations to become certified and start earning money with your drone. Review all the topics in the FAA Part 107 to ensure you are flying legally. It's not all bookwork as you begin flying on a simulator to help build your stick control while you go through the FAA guidelines. End the class with a night flight demo!

DRN-020 | \$609 (includes fees: \$427)

A3 Jan. 30 – Feb. 22 | 8 sessions

Hybrid (online with one or more sessions held on campus)

Tue | Jan. 30 | 6:30 – 9 p.m.

Online

Thu, Tue | Feb. 1 – 22 | 6:30 – 9 p.m.

Main Campus

Instructors: Geoffrey Voigt

Commercial Remote Pilot Pt. 2

★ Part of a Workforce Training Certificate; see page 3

Move from the simulator to actual hands-on flying. Unlike some drone programs, this class will give you the basic skills to fly a commercial drone. Experience what it's like to see the world from 400 feet above the earth. Prepare to sit for the Unmanned Aircraft General – Small (UAG) exam with practice exams and reviews of what might be on the test. Prerequisite: DRN-020 Commercial Remote Pilot Pt. 1.

DRN-021 | \$499 (includes fees: \$280)

A3P Feb. 27 – March 14 | 8 sessions

Hybrid (online with one or more sessions held on campus)

Tue, Thu | Feb. 27 – March 12 | 6:30 – 9 p.m.

Online

Sat | March 2 & 9 | 9 a.m. – 3 p.m.

Main Campus

Thu | March 14 | 6:30 – 9 p.m.

Main Campus

Instructors: Geoffrey Voigt

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Earn WHILE YOU Learn!

4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

- Offered in partnership with the Electrical Apprentice Program of Carroll County
- Approved by the Maryland State Apprenticeship and Training Council

For information and to apply for the program, contact Linda Daigle-Jones at 410-876-0484.

HVACR

- Offered in partnership with the Heating and Air Conditioning Contractors of Maryland (HACCMD)
- Approved by the Maryland State Apprenticeship and Training Council

For information and to apply for the program, contact Stephanie Anderson at 410-431-8889 or sanderson@haccmd.org or visit www.haccmd.org

072-13-22-1021

Advanced Remote Flight

★ Part of a Workforce Training Certificate; see page 3

Now that you are a commercial pilot, take to the skies with professional-grade drones and learn how to capture photos and videos. Learn to plan and fly missions and collect images for your intended purposes. Get experience flying on different drones that are capable of doing a variety of jobs. Show off your skills by completing the National Institute of Standards and Technology (NIST) remote pilot test lane that will show just how much control and accuracy you have. Prerequisites: DRN-021 Commercial Remote Pilot Pt. 2, Part 107 and 15 hours of flight time.

DRN-022 | \$490 (includes fees: \$275)

A3P March 28 – April 20 | 5 sessions

Hybrid (online with one or more sessions held on campus)

Thu | March 28 | 6:30 – 8:30 p.m.

Online

Sat | March 30 – April 20 | 9 a.m. – 3 p.m.

Main Campus

Instructor: Geoffrey Voigt

Foundations of Aerial Photo and Data

★ Part of a Workforce Training Certificate; see page 3

Love taking pictures or videos from the air but not sure what to do with them? Get a foundational understanding of how to edit using industry-leading software for both the visual and data world. Learn the art and science of editing and processing what you capture with your drone. Present your edited images as if you were presenting to a potential client. Get the next steps on how to launch your own business with entrepreneur help. Prerequisite: DRN-022 or DRN-002.

DRN-023 | \$599 (includes fees: \$330)

A4P April 2 – May 9 | 13 sessions

Hybrid (online with one or more sessions held on campus)

Tue, Thu | April 2 – 18 | 6:30 – 8:30 p.m.

Main Campus

Tue, Thu | April 23 – May 9 | 6:30 – 8:30 p.m.

Online

Sat | April 27 | 9 a.m. – 2 p.m.

Main Campus

Instructors: Nikola Tzenov, George Colonna

WEB DESIGN

Creating Wordpress Websites

Learn how to create attractive, sophisticated blogs and websites-without any coding! WordPress is the world's most popular content management system, powering more than 34 percent of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional.

CMP-045 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

Start your home improvement business today. Learn how to use the “Business and Project Management for Contractors – Maryland” manual to correctly answer questions necessary to pass the Maryland Home Improvement Examination. Passing this examination is a prerequisite to becoming a licensed Maryland Home Improvement (MHIC) contractor or salesperson. Learn how the content is organized in the manual, how to analyze sample questions to identify which section of the manual to look for the answer, and strategies to find the content in the manual that applies to the exam question. Review the elements of a home remodeling business including business planning, startup considerations, sales, production and administration to determine areas where further education may be of benefit for the successful operation of a home improvement business.

VOC-373 | \$241 (includes fees: \$163)

A3 Mon, Tue | March 4 – 12 | 6 – 9:15 p.m.

4 sessions | Main Campus

Instructor: Steve Klitsch

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ENVIRONMENTAL & CONSERVATION

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. Students must be working in the field and have appropriate degree within the field of Natural Resources.

TEC-350 | \$609 (includes fees: \$359)

A4P April 17 – May 4* | 8 sessions

Wed | April 17 & May 1 | 6 – 9:45 p.m.
 Thu | April 18 & May 2 | 8:30 a.m. – 4:30 p.m.
 Fri | April 19 & May 3 | 8:30 a.m. – 4:30 p.m.
 Sat | April 20 & May 4 | 8 a.m. – 12 p.m.
 Main Campus

*No class 4/21, 4/22, 4/23, 4/24, 4/25, 4/26, 4/27, 4/28, 4/29, 4/30

Instructor: James Slater

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

Carroll Community College is an approved provider of continuing education for the Maryland State Board of Social Work Examiners, Board of Examiners of Psychologists, and the Board of Professional Counselors and Therapists. Appropriate CEUs will be awarded for successful completion of the courses that follow (excluding Spanish for Social Services) Category I CEUs provided for social workers and Category A CEUs provided for counselors.

Beyond Anger Management, Toward Emotional Freedom

Destructive anger – you can live with it, try to manage it or heal the causes. Focus on understanding destructive anger and learn how to find the true causes of that anger. You'll also learn how to heal those causes using a simple acupressure technique known as Emotional Freedom Techniques (EFT). 3 clock hours.

SCW-015 | \$79 (includes fees: \$54)

A3 Fri | Feb. 9 | 9 a.m. – 12:15 p.m.
 1 session | Main Campus
 Instructor: Daniel Holler

Integration of Trauma-Informed, Resilience-Oriented Care Principles Into Your Practice

Trauma is a near universal experience of individuals who seek assistance from providers. Addressing trauma is now the expectation, not the exception, in community agencies. Workers and community providers are expected to view the people they serve through the trauma-informed, resilience-oriented lens and to competently intervene in this area. Become trauma-informed and resilience-oriented to best meet the needs of the people you serve. Explore the connection between what happens in the treatment room and the waiting room through SAMSHA's principles of becoming a TIROC organization. Learn what being trauma-informed looks like and key strategies for implementing this approach as well as the connection between self-care and compassion fatigue. 3 clock hours.

SCW-011 | \$79 (includes fees: \$54)

A3 Thu | March 7 | 6 – 9:15 p.m.
 1 session | Main Campus
 Instructor: Elizabeth Guroff

Sleep and the Impact on Mental Health

Quality sleep is crucial for maintaining cognitive, emotional and physical health. Implications of disrupted sleep and sleep disorders are prevalent across all age groups and coexist with many psychiatric disorders. Address the biological importance of sleep, impact on overall health and the disease process, and methods for improving sleep. 3.5 clock hours.

SCW-018 | \$85 (includes fees: \$60)

A4 Wed | April 17 | 5:45 – 9:30 p.m.
 1 session | Main Campus
 Instructor: Anne Arena

GET HELP PAYING FOR CAREER TRAINING

More than **\$100,000** in scholarships are available, plus tuition assistance for eligible non-credit students.

For info, visit www.carrollcc.edu/tuitionassistance or contact Beth Lee at 410-386-8096.

075-02-24-1023

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REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician® 40-Hour Training Part I

★ Part of a Workforce Training Certificate; see page 3

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician® 40-Hour Training Part 1 and Part II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. Students must register for Registered Behavior Technician® 40-Hour Training Part 1 and Part II together, and courses must be taken consecutively. To be eligible to sit for the RBT exam, you must also possess a high school diploma or equivalent, be over the age of 18, pass an RBT Competency Assessment and pass a background check.

AHE-388 | \$295 (includes fees: \$150)

- A3** Feb. 19 – March 11 | 7 sessions
 Mon, Wed | Feb. 19 – March 6 | 6 – 9:15 p.m.
 Online
 Mon | March 11 | 6 – 8 p.m.
 Online
 Instructor: Holly Bennett

Registered Behavior Technician® 40-Hour Training Part II

★ Part of a Workforce Training Certificate; see page 3

Develop a deeper understanding of behavioral health. Learn how to provide interventions that encourage socially acceptable behaviors, and build and improve upon communication, social interaction and problem-solving skills. Prerequisite: Successful completion of Registered Behavior Technician® 40-Hour Training Part I.

AHE-389 | \$295 (includes fees: \$150)

- A3P** March 25 – April 15 | 7 sessions
 Mon, Wed | March 25 – April 10 | 6 – 9:15 p.m.
 Online
 Mon | April 15 | 6 – 8 p.m.
 Online
 Instructor: Holly Bennett

NEW! English for Registered Behavior Technicians

Bilingual RBTs are in demand! Students who wish to become RBTs and who have a first language other than English can learn the specialized English needed to successfully complete the RBT training.

For complete course details see page 49.

MENTAL HEALTH FIRST AID

Mental Health First Aid

NO COST!

A person you know could be experiencing a mental health or substance use problem. Learn a five-step action plan to help. You are more likely to encounter someone in an emotional or mental crisis than someone having a heart attack. Learn how to help a friend, family member, coworker or neighbor in need. Get trained in Mental Health First Aid. Take a course. Save a life. Strengthen your community.

AHE-291 | No Cost

- A3** Thu, Fri | Jan. 18 & 19 | 8:30 a.m. – 1 p.m.
 2 sessions | Main Campus
- B3** Tue, Wed | Feb. 27 & 28 | 12 – 4:30 p.m.
 2 sessions | Main Campus
- A4** Thu | April 11 | 8:30 a.m. – 5 p.m.
 1 session | Main Campus

Youth Mental Health First Aid

NO COST!

A young person you know could be experiencing a mental health or substance use problem. Learn a five-step action plan to help. Anyone 18 or older can take Youth Mental Health First Aid, but it is recommended for those who regularly have contact with young people ages 12-18 such as teachers, coaches, social workers, faith leaders and other caring citizens. Take a course. Save a life. Strengthen your community.

AHE-292 | No Cost

- A3** Thu, Fri | March 14 & 15 | 8:30 a.m. – 12:30 p.m.
 2 sessions | Main Campus

“



The registered behavior technician program was wonderful. Holly is so sweet, and the material provided helped me truly understand and pass the exam. I'm working in school and home settings as an RBT; I'm very grateful to have this opportunity. Thank you so much Carroll Community College for giving me a jump start in my new career.

Karla Lovato
RBT COMPLETER

”

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CPR FOR HEALTHCARE

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

Books are included in the cost of the course and provided on the day of the class, but are also available in advance by calling Diana Dannettel at 410-386-8122.

Heartsaver First Aid

This course is designed for anyone with limited or no medical training who wants to be prepared for a first aid emergency or needs a course completion card in first aid to meet job, regulatory or other requirements. Learn first aid basics for the most common life-threatening emergencies, how to recognize them, how to call for help and how to perform lifesaving skills. Upon successful completion, an AHA Heartsaver First Aid card will be issued, valid for two years.

AHE-277 | \$88 (includes fees: \$69)

A3 Thu | Jan. 18 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver CPR AED

Learn the critical skills needed to respond to and manage an emergency until emergency medical help arrives. This classroom, video-based, instructor-led course is designed for anyone with limited or no medical training and teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in an adult, infant and child. Upon successful completion, an AHA Heartsaver CPR AED card will be issued, valid for two years.

AHE-379 | \$88 (includes fees: \$69)

A3 Thu | Feb. 15 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver First Aid CPR AED

This course is designed for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or who needs a course completion card for their job, regulatory or other requirements. Learn how to provide first aid, CPR, and use an AED in a safe, timely and effective manner. Meets OSHA guidelines. Upon successful completion, an AHA Heartsaver First Aid CPR AED card will be issued, valid for 2 years.

AHE-378 | \$96 (includes fees: \$73)

A4 Mon | April 1 | 4 – 9:15 p.m.
1 session | Main Campus

BLS Provider

BLS Provider training is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. You must demonstrate competency through both a written test and skills evaluation. Upon successful completion, an AHA BLS Provider card will be issued, valid for two years.

AHE-315 | \$100 (includes fees: \$75)

A3 Sat | Jan. 27 | 9 a.m. – 4 p.m.
1 session | Main Campus

B3 Sat | Feb. 10 | 9 a.m. – 4 p.m.
1 session | Main Campus

C3 Sat | Feb. 24 | 9 a.m. – 4 p.m.
1 session | Main Campus

D3 Sat | March 9 | 9 a.m. – 4 p.m.
1 session | Main Campus

A4 Sat | April 13 | 9 a.m. – 4 p.m.
1 session | Main Campus

B4 Sat | April 27 | 9 a.m. – 4 p.m.
1 session | Main Campus

BLS Provider Renewal

Renew your BLS Provider credential. Refresh your skills in recognizing several life-threatening emergencies, providing CPR, using an AED and relieving choking in a safe, timely and effective manner. You must demonstrate competency through both a written test and skills evaluation. Prerequisite: Current BLS Provider CPR card. Upon successful completion, an AHA BLS Provider card will be issued, valid for two years.

AHE-064 | \$90 (includes fees: \$69)

A3P Mon | Jan. 22 | 5 – 9:15 p.m.
1 session | Main Campus

B3P Mon | Feb. 19 | 5 – 9:15 p.m.
1 session | Main Campus

C3P Mon | March 4 | 5 – 9:15 p.m.
1 session | Main Campus

A4P Mon | April 8 | 5 – 9:15 p.m.
1 session | Main Campus

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I completed the Dental Assistant program and the Dental Radiology program with Sam Bair. Sam was an amazing instructor and made learning easy and fun. The program director, Diana Dannettel, also provided resources for job opportunities. I was able to get a job in my new field before the course was complete. I started my position with advanced knowledge and was able to jump right into my new career. Sam goes above and beyond to prepare her students for their new paths and ensured our education was geared towards success. I was able to take my radiology state exam with ease due to the profound education I received. Thank you for this opportunity! I highly recommend them.

Cara White
DENTAL ASSISTANT
COMPLETER



GET HELP PAYING FOR CAREER TRAINING

More than **\$100,000** in scholarships are available, plus tuition assistance for eligible non-credit students.

For info, visit www.carrollcc.edu/tuitionassistance or contact Beth Lee at 410-386-8096.

075-02-24-1023

DENTAL

Introduction to Dental Assisting

★ Part of a Workforce Training Certificate; see page 3

Gain entry-level dental assisting job skills. This hands-on course provides practice in a fully equipped dental operator and practice using dental software. Topics include terminology, anatomy, charting, medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

AHE-063 | \$975 (includes fees: \$540) plus text

A3BP Feb. 6 – March 14 | 12 sessions

Thu, Tue | Feb. 6 – March 14 | 5:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

Oral Radiography

★ Part of a Workforce Training Certificate; see page 3

Further your dental assisting career by learning to take dental x-rays and prepare to sit for the DANB Radiation Health and Safety (RHS) exam. This course is approved by the Maryland State Board of Dental Examiners. Our fully equipped, state-of-the-art dental lab features a fully functioning x-ray arm. Learn the proper techniques for positioning the patient, the tube head and digital sensor, and practice taking digital x-rays on a dental x-ray manikin. Course includes an online component; internet access required. Prerequisite: Successful completion of Introduction to Dental Assisting (AHE-063) or another basic dental assisting course, or you must be currently working as a dental assistant.

AHE-298 | \$945 (includes fees: \$567) plus text

A3BP March 26 – May 9 | 14 sessions

Hybrid (online with one or more sessions held on campus)

Tue | March 26 – April 30 | 6:30 – 9:45 p.m.

Main Campus

Thu | March 28 – May 2 | 6:30 – 9:45 p.m.

Online

Tue | May 7 | 6:30 – 8:30 p.m.

Main Campus

Thu | May 9 | 6:30 – 8:30 p.m.

Online

Instructor: Carol Bair

Radiation Safety Update

Renew your certification. This course is for dental radiation technologists who have not actively practiced dental radiation technology for at least 600 hours within the past 6 years and meets the Maryland State Board of Dental Examiners requirement of completing 8 classroom hours of dental continuing education, 4 hours of which must be in radiation. Topics include fundamental principles of radiography, patient safety and operator safety. Approved by the Maryland State Board of Dental Examiners; 8 CEUs.

AHE-270 | \$219 (includes fees: \$136)

A3 March 26 – April 2 | 3 sessions

Hybrid (online with one or more sessions held on campus)

Tue | March 26 & April 2 | 6:30 – 9:45 p.m.

Main Campus

Thu | March 28 | 6:30 – 9:45 p.m.

Online

Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists

Spanish for Dentists and Dental Hygienists is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking dental professionals and Spanish-speaking patients.

XXP-074 | \$175 (includes fees: \$165)

A3 Online Start Anytime 6 months to complete

A4 Online Start Anytime 6 months to complete

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

GENERAL HEALTHCARE OCCUPATIONS

Open to current or prospective healthcare workers, these courses prepare you with the terminology, basic knowledge of the body's anatomy and physiology, and the professional skills required to be successful in a variety of healthcare professions.

Human Anatomy and Physiology



Understand the intricacies and inner workings of the human body. Learn everything from cell anatomy to the functions of the different organ systems. Each lesson includes information about specific disorders that may result in impairment, deterioration or malfunction. By the end of this course, you will have a greater appreciation and understanding of the complexity of the human body. Internet access required.

AHE-650 | \$145 (includes fees: \$119)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

Medical Terminology: A Word Association Approach



Prepare for a career in healthcare by learning medical terminology in a memorable and enjoyable fashion. Learn medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage are provided for each root term. Word associations are provided as a learning tool. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. Internet access required.

AHE-044 | \$145 (includes fees: \$119)

D2 Online Dec. 13 – Jan. 19

Professional Preparation in Healthcare

Learn the essentials of becoming successful as a student and employee in today's healthcare systems. Topics include communication, working well on teams, respecting and valuing differences, and the importance of professionalism. Discuss the availability of healthcare careers in the local region, marketing your skills to potential employers, resumes, application letters and how to prepare for interviews.

AHE-196 | \$134 (includes fees: \$80)

A3 Thu, Tue | Jan. 25 – Feb. 1 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Tracy Berends

B3 Wed, Mon | Feb. 14 – 21 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Beth Lee

Spanish for Healthcare



Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients.

XXP-077 | \$175 (includes fees: \$165)

A3 Online Start Anytime 6 months to complete

A4 Online Start Anytime 6 months to complete

HEALTHCARE OCCUPATIONS

ASSISTED LIVING

Assisted Living Manager

★ Part of a Workforce Training Certificate; see page 3

This is an approved 80-hour training for assisted living managers. Topics include the philosophy of assisted living, aging process and its impact, assessment and level of care waiver, service planning, clinical management, admission and discharge criteria, nutrition and food safety, dementia, mental health and behavior management, end of life care, management and operation, emergency planning, quality assurance and the survey process.

AHE-113 | \$1,209 (includes fees: \$714)

A3 Thu | March 7 – May 16* | 8:30 a.m. – 5 p.m.
10 sessions | Main Campus
Instructor: James Rowe
*No class 3/21

FREE!

Health Care Training Information Session

Be job ready in as little as two months!

Thursday, Jan. 18 | 6 – 7:30 p.m.

Online. Login information will be sent by email in advance of the session.

Talk with instructors and program managers to learn about these high-demand, non-credit health care training programs:

- Assisted Living Manager
- CNA
- Dental Assistant
- Emergency Medical Technician
- Medical Assistant
- Medical Biller
- Medical Coder
- Medicine Aide
- Pharmacy Technician
- Phlebotomy Technician
- Registered Behavior Technician
- Sterile Processing Technician

Find out about:

- Program requirements
- Class schedule
- Resources available to help pay for training

Course #: **XXB-140-A3**

No cost, but you must register to reserve your seat.

Register online at carrollcc.edu/CETRegistration or call Continuing Education and Training at 410-386-8100.

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Clinical Patient Management in Assisted Living

These 10-hour modules provide customized Assisted Living continuing education based on students' needs.

AHE-483 | \$169 (includes fees: \$112)

A4 April 4 & 11 | 2 sessions

Thu | April 4 | 8:30 a.m. – 5 p.m.

Thu | April 11 | 8:30 – 10:30 a.m.

Main Campus

Instructor: James Rowe

Operational Management in Assisted Living

These 10-hour modules provide customized Assisted Living continuing education based on students' needs.

AHE-287 | \$169 (includes fees: \$112)

A4 April 25 & May 2 | 2 sessions

Thu | April 25 | 8:30 a.m. – 5 p.m.

Thu | May 2 | 8:30 – 10:30 a.m.

Main Campus

Instructor: James Rowe

RN Case Manager/Delegating Nurse in Assisted Living

Trains the RN who delegates nursing functions including medication administration in the assisted living setting and/or teaches medication administration to the medication technician in assisted living. MBON approved. Meets the training requirements for registered nurses who are delegating nurses in assisted living. Prerequisite: Current, active Maryland RN license in good standing.

NRS-423 | \$284 (includes fees: \$177)

A3P Thu, Fri | Feb. 22 & 23 | 8 a.m. – 4:30 p.m.

2 sessions | Main Campus

Instructor: James Rowe

Certificate in End of Life Care

The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

AHE-019 | \$145 (includes fees: \$129)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

FITNESS

ACE Personal Fitness Trainer

★ Part of a Workforce Training Certificate; see page 3

Prepare for the American Council on Exercise Certified Personal Fitness Trainer exam. Learn the fundamentals of human anatomy and physiology as it applies to the movement of the body during daily living and exercise, how to conduct client interviews, perform pre-program assessments, determine corrective exercise measures, develop fitness plans and how to coach clients in making behavioral changes for a healthy lifestyle. Identify correct exercise posture and movement for skeletal-muscular improvements. This course includes classroom lecture and hands-on lab work in a fitness facility and gym. Co-listed with credit.

VOC-746 | \$584 (includes fees: \$438) plus text

A3B Tue, Thu | Jan. 30 – May 16 | 12:30 – 1:50 p.m.

30 sessions | Main Campus

NEW! Certified Health Coach

★ Part of a Workforce Training Certificate; see page 3

Use your passion for health and wellness to become a Certified Health Coach. Gain the knowledge and skills necessary to empower and guide your clients to make lasting behavioral changes. Topics include the art of coaching, nutrition, lifestyle and medical factors. Prepare for the American Council on Exercise Certified Health Coach Exam and gain the credentials to be recognized in a growing and evolving field.

AHE-392 | \$584 (includes fees: \$438) plus text

Hybrid (online with 10 sessions held on campus)

A3B Jan. 30 – April 9

Jan. 30 – April 9

Online

Tue | Jan. 30 – April 9* | 5 – 7:30 p.m.

Main Campus

*No class 3/19

HEALTH INFORMATION TECHNOLOGY

Medical Billing Specialist with Electronic Health Records (Vouchers Included)

Jump-start your career as a health information clerk, medical records coordinator, electronic medical records technician or electronic medical records specialist. Receive valuable training in legal, ethical and regulatory concepts including HIPAA compliance, fraud and abuse in medical billing, and third-party payer guidelines. Prepare to take the Certified Professional Biller (CPB) exam offered by the American Academy of Professional Coders (AAPC) and the National Healthcareer Association's (NHA) Certified Electronic Health Records Specialist (CEHRS) exam that will bolster your resume and authenticate your skillset. You will have 12 months to complete 444 hours of curriculum in this self-paced online course. Cost includes textbooks, workbooks, code books and a voucher for the CPB exam. A high school diploma or equivalent is required to sit for national certification exams. Internet access is required.

XXG-189 | \$3,705 (includes fees: \$3,695)

A3 Online Start Anytime 12 months to complete

A4 Online Start Anytime 12 months to complete

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Carroll County residents: **DEDUCT \$10** per course
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Maryland senior adults pay **fees only**.

Medical Billing and Coding (Voucher Included)

Medical billers and coders are in high demand. Learn the specialized skills to assign the standardized codes used to bill for healthcare services in medical offices and hospitals. Prepare for three national certification exams: AHIMA's Certified Coding Associate (CCA), AAPC's Certified Professional Coder (CPC), and National Healthcareer Association's Certified Billing and Coding Specialist (CBCS). This course offers valuable training in legal, ethical and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines and third-party payer requirements. Learn all phases of the revenue cycle - from patient registration through medical coding, claims submission, reimbursement and collections. You will have 12 months to complete 370 hours of curriculum. Cost includes textbook, workbook, code books and a voucher/study guide for one of the national certification exams. High school diploma or equivalent required to sit for national certification exams. Internet access required.

XXG-181 | \$3,005 (includes fees: \$2,995)

A3	Online	Start Anytime	12 months to complete
A4	Online	Start Anytime	12 months to complete

Advanced Hospital Coding and CCS Prep (Voucher Included)

Take advantage of booming employment and advancement opportunities in medical coding. Acquire the skills to pass the American Health Information Management Association's (AHIMA's) mastery level credentialing exam and become a Certified Coding Specialist (CCS). You will have 6 months to complete 100 hours of curriculum in this self-paced online course. Before taking this course, you must have previous coding experience or education. CCS candidates must have a minimum of two years of related coding experience directly applying codes; OR be a CCA® plus one year of coding experience directly applying codes; OR hold an RHIA®, RHIT®, or CCS-P® credential; OR hold a coding credential from another certifying organization plus one year coding experience directly applying codes; OR have completed anatomy and physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding. Includes voucher for CCS exam. Internet access required.

XXG-174 | \$1,905 (includes fees: \$1,895)

A3	Online	Start Anytime	6 months to complete
A4	Online	Start Anytime	6 months to complete

OPTICAL ASSISTANT

Become an Optical Assistant

Take a comprehensive look into the diverse world of optical assisting. Learn the personal and professional skills needed to work in the front and back office, and in the optical dispensary and lab. Discover everything optical assistants must know about frames, styles, lenses, contacts and working with people. Learn how the human eye works and examine some common eye conditions. Gain knowledge on how to become certified and licensed, which will open even more opportunities for you and identify you as an expert.

AHE-364 | \$145 (includes fees: \$119)

D2	Online	Dec. 13 – Jan. 19
A3	Online	Jan. 17 – Feb. 23
B3	Online	Feb. 14 – March 22
C3	Online	March 13 – April 19
A4	Online	April 17 – May 24
B4	Online	May 15 – June 21
C4	Online	June 12 – July 19

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Maryland senior adults pay **fees only**.

PHARMACY TECHNICIAN

Pharmacy Technician Training I

★ Part of a Workforce Training Certificate; see page 3

Prepare to enter the fast-growing field of pharmacy as a pharmacy technician with employment opportunities in retail, home care or hospital settings. Learn the practice of pharmacy and prepare to take the national Pharmacy Technician Certification Exam (PTCE). Begin your review of the top 200 drugs. Learn about pharmaceutical calculations, dosage unit conversions, medical terminology, controlled substances, and pharmacy law, regulations and ethics. Training includes a virtual component and practical experience working in a mock pharmacy. A strong foundation in math and computer concepts is recommended. Students must register for Pharmacy Technician Training I and II together, and course must be taken consecutively. Veterans: Pharmacy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

AHE-356 | \$699 (includes fees: \$384) plus text

A3B Feb. 5 – March 11 | 16 sessions
Mon, Wed, Thu | Feb. 5 – 11 | 6 – 9:15 p.m.
Main Campus
Instructors: Isabel Chiat, Kaosi Di-ibor, Mia Orange

Pharmacy Technician Training II

★ Part of a Workforce Training Certificate; see page 3

Complete your review of the top 200 drugs and continue practicing in the mock pharmacy. Learn about aseptic technique, sterile and nonsterile compounding, medication safety, inventory management, OSHA regulations and durable medical equipment. Topics include pharmaceutical calculations, common drugs and their uses, factors affecting drug activity, non-sterile compounding, inventory management and community pharmacy. Training includes a virtual component and practical experience working in the mock pharmacy. Prerequisite: Successful completion of Pharmacy Technician Training I.

AHE-361 | \$827 (includes fees: \$449)

A3P March 13 – May 1* | 19 sessions
Wed, Thu, Mon | March 13 – May 1 | 6 – 9:15 p.m.
Main Campus
*No class 3/18, 3/20, 3/21
Instructors: Isabel Chiat, Kaosi Di-ibor, Mia Orange

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you will learn about the anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: Successful completion of Professional Preparation in Healthcare (AHE-196). You must also have a current American Heart Association BLS Provider CPR card. This course includes a clinical component. The clinical sites require COVID-19 vaccination. If you previously received a 2-dose series of the original Moderna or Pfizer vaccine or 1 dose of the original Janssen vaccine, you have met this requirement. If you didn't receive one of these vaccines, you will need to receive 1 dose of the bivalent Pfizer-BioNTech or the bivalent Moderna COVID-19 vaccine. If you do not meet any of these COVID-19 vaccination requirements, regardless of your age, Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend the clinical rotation due to your vaccination status, a refund will not be issued. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required while in the clinical setting. You must register for Phlebotomy I, II and III together, and all three courses must be taken consecutively. Veterans: Phlebotomy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

AHE-200 | \$945 (includes fees: \$540) plus text

A3BP Feb. 26 – April 24* | 16 sessions
Mon, Wed | Feb. 26 – April 17 | 5:30 – 8:45 p.m.
Main Campus
Mon | April 22 | 3 – 6:15 p.m.
Carroll Hospital Center
Wed | April 24 | 5:30 – 8:45 p.m.
Main Campus
*No class 3/18, 3/20
Instructors: Brian Rutledge, Emma Eyler

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

Continue your phlebotomy training with hands-on experience in various local labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training I: Theory.

AHE-077 | \$705 (includes fees: \$367)

A4P April 29 – May 8 | 8 sessions
Mon – Fri | April 29 – May 7 | 8 a.m. – 5 p.m.
Local Health Labs
Wed | May 8 | 8 a.m. – 12 p.m.
Local Health Labs
Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

Refine your phlebotomy techniques in various local labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.

AHE-078 | \$705 (includes fees: \$367)

A4P May 8 – 17 | 8 sessions
Wed | May 8 | 1 – 5 p.m.
Local Health Labs
Mon – Fri | May 9 – 17 | 8 a.m. – 5 p.m.
Local Health Labs
Instructor: Emma Eyler

“

I completed my Phlebotomy Technician program in December of 2021. Before finishing my clinical rotation, I got a job in the hospital. I am very grateful to have had this opportunity. Thank you so much Carroll Community College for giving me a jump start in my new career!

Arslan Nazir
PHLEBOTOMY TECHNICIAN
COMPLETER

”

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Carroll County residents: **DEDUCT \$10** per course
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Maryland senior adults pay **fees only**.

STERILE PROCESSING TECHNICIAN

Foundations for Healthcare Careers

★ Part of a Workforce Training Certificate; see page 3

Learn important healthcare concepts and professional career development skills to prepare for working in a health-care setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and first aid. Communication skills are practiced with focus on customer service and interpersonal communication concepts. Gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment. Prerequisite: Students must either validate previous successful completion of a college reading course (C or above) or pass the College's Reading Placement test prior to registration. To validate a college reading course, attach a copy of your transcript to your registration. To take the Reading Placement test, call the Admissions Office at 410-386-8430. When taking the test, identify yourself as a Continuing Education student and indicate the course you are taking. Offered in partnership with Frederick Community College.

AHE-316 | \$533 (includes fees: \$507) plus text

A3BP Tue, Thu | Jan. 16 – Feb. 22 | 6 – 9 p.m.
12 sessions | Frederick Community College

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see page 3

Learn to work behind the scenes in health-care settings such as hospitals, surgical centers and physicians' offices to ensure medical instruments and equipment are properly cleaned, processed, assembled, sterilized, stored and distributed. This course includes a lecture and interactive lab component in the classroom providing hands-on experience. Topics include anatomy and physiology, microbiology, instrumentation, safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. Upon successful completion, students are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Students must then complete 400 hours of work experience to apply for CRCST certification. Prerequisites: Currently registered for or successful completion of Foundations for Healthcare Careers (AHE-316), and BLS Provider (AHE-315) or current AHA BLS Provider CPR card.

AHE-299 | \$1,114 (includes fees: \$1,024)

A3P Tue, Thu | Feb. 27 – May 9* | 6 – 9 p.m.
20 sessions | Frederick Community College
*No class 4/2, 4/4



We are so fortunate to have Carroll Community College, with their Medical Assisting program, right here in our community. They do a great job of preparing students for the Medical Assistant role. It is a great source of qualified applicants for us.

Bruce Timmcke,
HUMAN RESOURCES BUSINESS

MEDICAL ASSISTANT

Certified Clinical Medical Assistant Orientation Session

This course will assist the student in preparing for the certified clinical medical assistant training program. Topics include registration into the National Healthcare Association's website, how to navigate, and an overall review of the program.

AHE-648 | No Cost

A3 Thu | Jan. 25 | 5:15 – 8:30 p.m.
1 session | Main Campus

Certified Clinical Medical Assistant Part 1

★ Part of a Workforce Training Certificate; see page 3

Gain the foundational knowledge and basic science to start your training as a medical assistant. Review health care systems and settings, medical terminology, basic pharmacology, nutrition and psychology. Understand the critical role and responsibilities of a medical assistant and begin to speak the language of medical professionals. You'll learn to safely deliver and provide education on medications, assist patients in reaching their nutrition goals, and develop interpersonal skills important to mental health care. Participate in hands-on pharmacology skills practice. Learn how to work with team members and manage challenging patient situations. Course includes an online component; internet access required.

AHE-651 | \$942 (includes fees: \$571) plus text
Hybrid (online with 4 sessions held on campus)

A3B Jan. 29 – Feb. 25
Jan. 29 – Feb. 25
Online
Wed | Jan. 31 - Feb. 21 | 5 – 9:15 p.m.
Main Campus

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Certified Clinical Medical Assistant Part 2

★ Part of a Workforce Training Certificate; see page 3

Learn essential anatomy and physiology necessary for success in clinical patient care. Topics include in-depth body structures and organ systems, pathophysiology and disease processes, and microbiology. Learn how major body systems interact to maintain homeostasis and how abnormalities in these systems are reduced using proactive patient education, identified when present, and treated with the latest evidence-based practices. Delve into the fundamental molecules of life, microorganisms, pathogens and infection considerations. Practice hands-on eye and ear, OB/GYN and pediatric procedures. Continue to build the soft skills requested by employers. Course includes an online component; internet access required. Prerequisite: Successful completion of AHE-651

AHE-652 | \$1,120 (includes fees: \$575)

Hybrid (online with 5 sessions held on campus)

A3P Feb. 26 – April 14*

Feb. 26 – April 14

Online

Wed | March 6 – April 10 | 5 – 9:15 p.m.

Main Campus

*No class 3/20

Certified Clinical Medical Assistant Part 3

★ Part of a Workforce Training Certificate; see page 3

Prepare to care for patients in the clinical setting. Learn general patient care tasks, infection control standards, and test and laboratory procedures including phlebotomy, EKG and cardiovascular tests. Review patient care coordination and education activities, administrative assisting, communication and customer service, and medical law and ethics considerations. Practice hands-on urine collection and analysis, laboratory tests, phlebotomy and related testing, cardiac and respiratory procedures, clinical communication, infection control procedures, vital signs and body measurements, and minor surgical tasks. Complete your study of soft skills. Comprehensive exams will be given at the end of this course for certification preparation. Course includes an online component; internet access required. Prerequisites: Successful completion of AHE-651, AHE-652

AHE-653 | \$1,194 (includes fees: \$697)

Hybrid (online with 5 sessions held on campus)

A4P April 15 – May 26

April 15 – May 26

Online

Wed | April 24 – May 22 | 5 – 9:15 p.m.

Main Campus

Certified Clinical Medical Assistant Part 4

★ Part of a Workforce Training Certificate; see page 3

Continue to build your skills caring for patients in the clinical setting and practice the same skills covered in Certified Clinical Medical Assistant Part 3. Comprehensive exams will be given at the end of this course for certification preparation. Receive certifications in AHA Heartsaver First Aid and AHA Basic Life Support CPR. Course includes an online component; internet access required. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653

AHE-654 | \$1,316 (includes fees: \$723)

Hybrid (online with 8 sessions held on campus)

A4P May 28 – July 6

May 28 – July 6

Online

Wed | May 29 – June 12 | 5 – 9:15 p.m.

Main Campus

Wed, Mon | June 26 – July 3 | 5 – 9:15 p.m.

Main Campus

Sat | June 29 | 9 a.m. – 12:15 p.m.

Main Campus

Sat | July 6 | 9 a.m. – 4 p.m.

Main Campus

Certified Clinical Medical Assistant Part 5

★ Part of a Workforce Training Certificate; see page 3

Clinical externship combining front and back medical office skills. Certified Clinical Medical Assistant students who have successfully completed Parts 1-4 of their training will have an opportunity to practice administrative and clinical skills in a clinical setting working with the staff, patients and families visiting the physician's office for well and sick visits. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654.

AHE-655 | \$190 (includes fees: \$110)

A1P Mon – Fri | July 8 – 19 | 9 a.m. – 3:30 p.m.

10 sessions | Clinical Site

GET HELP PAYING FOR CAREER TRAINING

More than **\$100,000** in
scholarships are available,
plus tuition assistance for
eligible non-credit students.

For info, visit

www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

075-02-24-1023

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carrollcc.edu/CETRegistration
410-386-8100

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Certified Clinical Medical Assistant Part 6

★ Part of a Workforce Training Certificate; see page 3

Certified Clinical Medical Assistant students who have successfully completed Parts 1-5 of the Certified Clinical Medical Assistant training continue and complete their clinical externship combining front and back medical office skills. Students must register for Medical Assistant Clinical I and Medical Assistant Clinical II at the same time. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654, AHE-655.

AHE-656 | \$190 (includes fees: \$110)

A1P Mon – Fri | July 22 – Aug. 2 | 9 a.m. – 3:30 p.m.
10 sessions | Clinical Site

NURSING

CNA Preparation

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical site is not currently requiring COVID vaccination but can reinstate the requirement at any time. If that should happen, any student that is not vaccinated will not be able to proceed with their clinicals unless they receive the vaccine. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. Students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

AHE-257 | \$259 (includes fees: \$151)

B3M Tue, Thu | Jan. 30 – Feb. 15 | 5 – 8:15 p.m.
6 sessions | Online

Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the GNA test. Requires study time outside of class. Includes tests, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Students must take the College's reading placement test no later than one week before the first session.

AHE-042 | \$1,146 (includes fees: \$635) plus text

B3BMP Feb. 20 – April 16* | 18 sessions

Tue, Thu | Feb. 20 – April 16 | 5 – 9:15 p.m.
Main Campus

Sat | March 2 – April 13 | 8 a.m. – 4:30 p.m.
Main Campus

*No class 3/9, 3/19, 3/21, 3/23, 3/30, 4/6

Certified Nursing Assistant Training, Part II

★ Part of a Workforce Training Certificate; see page 3

Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, white shoes, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Cost includes required fingerprinting and the fee for the NNAAP GNA exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the GNA skills lab (AHE-455) prior to the GNA exam. Refer to the course listing for the skills lab and register now.

AHE-580 | \$802 (includes fees: \$499)

A4P April 18 – May 7 | 9 sessions

Thu, Tue | April 18 – May 7 | 5 – 9:15 p.m.
Carroll Lutheran Village

Sat | April 20 – May 4 | 7 a.m. – 3:30 p.m.
Carroll Lutheran Village

Certified Clinical Medical Assistant



EARN YOUR CERTIFICATION IN 26 WEEKS.

Become eligible for national certification as a Certified Clinical Medical Assistant through the National HealthCareer Association (NHA).

OUR NEW STREAMLINED PROGRAM FEATURES:

- Instruction in a hybrid model. Classes typically meet on campus once a week.
- 120 hours of hands-on instruction at a clinical location. Clinicals begin after 22 weeks of instruction.
- Modules on medical assistant skill builders and a personalized soft skills program.

REQUIRED COURSES

- Certified Clinical Medical Assistant, Parts 1 – 6

Next cohort starts January 25.

Scholarships and tuition assistance may be available!

See page 8 for Certified Clinical Medical Assistant workforce training certificate details.

075-08-24 0923 CAR

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Earn While You Learn to Become a **CNA/GNA**



Thinking about a career as a Certified Nursing Assistant (CNA or GNA)?

Get a jump start into a **high-demand career** helping others with the new **Earn While You Learn** employer partnership program.

Program benefits through local employers may include opportunities for:

- Employer-paid tuition and fees for Carroll Community College's CNA/GNA training
- Part-time work during training
- Full-time employment after successful completion of training

For more information and to apply, contact a participating employer directly:

- **Carroll Lutheran Village**
410-848-0090
- **Long View Center for Rehabilitation and Healthcare**
410-239-7139
- **Lorien, Mt. Airy**
301-829-6050
- **Lorien, Taneytown**
410-756-6400
- **Right at Home**
410-871-9804

096-17-23-1022

GNA Skills Lab

Provides skills practice for nursing assistants who are preparing to take the GNA (NNAAP) certification exam or for healthcare professionals who need to brush up on a particular skill. Refresh your technique for taking and recording blood pressure, pulse and respiration; providing peri-care; handwashing; ambulating a client; and any skills required by the GNA skills exam.

AHE-455 | \$150 (includes fees: \$100)

B4P Wed | June 5 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

Medicine Aide Update

Meets the Maryland Board of Nursing renewal requirements for the Certified Medicine Aide. Designed to keep the practicing CMA informed and updated regarding new medications, non-parenteral drug administration, policies and practices, and medications needed by geriatric clients. Emphasis is on new drug therapies and the role of the medicine aide in providing safe and competent care. Upon registration, students must submit a copy of their current CNA/GNA certification and proof of successful completion of their initial CMA training course in Maryland, and must verify current CNA practice of at least 16 hours within the last two years, must verify active practice as a CNA/GNA/CMA in a licensed nursing home for at least 8 hours within the last two years, and must verify active practice as a CMA for 100 hours within the last two years. Verification can be provided by the employer on facility letterhead. Please note: The Maryland Board of Nursing requires that this update be completed no more than 90 days before the expiration of the CNA/GNA/CMA certification.

AHE-120 | \$155 (includes fees: \$107)

A3MP Fri | Jan. 19 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Nancy Rogers

B3MP Fri | March 15 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Nancy Rogers

OSHA / SAFETY / CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

This course is designed for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or who needs a course completion card for their job, regulatory or other requirements. Learn how to provide first aid, CPR, and use an AED in a safe, timely and effective manner. Meets OSHA guidelines. Upon successful completion, an AHA Heartsaver First Aid CPR AED card will be issued, valid for 2 years.

AHE-378 | \$96 (includes fees: \$73)

A4 Mon | April 1 | 4 – 9:15 p.m.
1 session | Main Campus

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 and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

OSHA 510 - Basic Course for Construction Industry

Learn about OSHA standards, policies and procedures in the construction industry. Upon course completion, students will have the ability to define construction terms found in the OSHA Construction Standards; identify hazards, which may occur in the construction industry; locate and determine appropriate OSHA Construction Standards, policies and procedures; and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

VOC-596

A3 Mon – Thu | March 11 – 14 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

Learn about the OSHA Excavation Standard and the safety and health aspects of excavation and trenching. Topics include practical soil mechanics and their relationship to the stability of shored and unshored slopes and walls of excavations; introduction to various types of shoring (wood timbers and hydraulic); soil classification and use of protective systems. Testing methods are demonstrated, and students participate in workshops using instruments such as penetrometers, torvane shears and engineering rods.

SFT-007

A4 Mon, Tue, Wed | April 8 – 10 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

This trainer course is recommended for inspectors, auditors, safety and health professionals, and personnel responsible for writing, auditing or training employees with an active role in trenching and excavations. It was developed and designed to educate participants to train about all aspects of 29 CFR 1926 Subpart P Excavations. Prerequisite: Must have completed the OSHA 3015 Excavation, Trenching and Soil Mechanics course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

SFT-008

A4 Thu | April 11 | 8 a.m. – 4 p.m.
1 session | Main Campus

Lift Truck Train the Trainer

This OSHA compliant, comprehensive program covers every aspect of lift truck training. Learn about OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 compliance, how to evaluate operators' performance, educate non-operators about working safely around powered industrial trucks, and teach safe procedures and maintenance. Includes easy-to-follow Facilitator Guide with companion DVD to help course leaders engage participants through 7 instructional modules.

VOC-111

A4 Fri | April 12 | 8 a.m. – 4 p.m.
1 session | Main Campus

ADDITIONAL CAREER TRAINING

CANNABIS

Introduction to Cannabis and the Human Body

Learn about the rudiments of how the cannabinoids, terpenes and flavonoids in the cannabis plant interact with the human body. Review the human body's endocannabinoid system and how the cannabis plant compounds regulate many of our critical health and wellness functions. This is an essential course for employment in the Maryland medical cannabis industry.

CWD-005 | \$286 (includes fees: \$168)

A4 Mon, Wed | April 1 – 17 | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart

Cannabis Regulations

Learn about the legal regulations that govern the Maryland medical cannabis industry. This is an essential course for employment in the industry that examines Maryland Medical Cannabis Commission regulations for grow facilities, processors and dispensaries. Examine the requirements to become a cannabis cardholder plus testing, packaging and labeling requirements for all Maryland cannabis products.

CWD-009 | \$238 (includes fees: \$139)

A3 Mon, Wed | Jan. 22 – Feb. 5 | 6 – 9:15 p.m.
5 sessions | Online
Instructor: Shad Ewart

CHILD CARE

Basic Health & Safety Training

Gain a foundation in critical health and safety and practice skills designed to meet the Maryland licensing regulation requiring training for all child care providers in basic health and safety. Topics include how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. Five MSDE Core of Knowledge: Health, Safety and Nutrition hours awarded.

CCT-510 | \$85 (includes fees: \$70)

A3 Online Self-paced 3-hr class *Complete by May 10*

Engaging Children With Remote Learning

Remote learning is here to stay. Now more than ever, teachers and caregivers are engaging children with remote learning and are tasked with helping parents support learning when working one-on-one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1 hr SN.

CCT-520 | \$85 (includes fees: \$70)

A3 Online Self-paced 3-hr class *Complete by May 10*

Including All Children and the ADA

Learn essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-487 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class *Complete by May 10*

Infants & Toddlers: Development & Care

Examine the child's growth and development up to age two. Investigate normal stage development, health, feeding, play, rest, identifying possible abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification. Can be taken as a credit or non-credit course.

CCT-512 | \$448 (includes fees: \$30) plus text

A3BP Online Jan. 29 – May 17

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Methods and Materials in Early Childhood Education

Provides the second pre-service component of the required training for child care professionals. The course introduces the basic concepts of curriculum planning for children birth to age eight. Topics include curriculum areas, environment, schedule planning, literacy, child development, teaching techniques, resources and code of ethics. Can be taken as a credit or non-credit course.

CCT-513 | \$448 (includes fees: \$30) plus text

A3BP Online Jan. 29 – May 17

Nutrition and Active Living

Examine the nutritional and physical needs of today's children, and gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Health, Safety & Nutrition three hours.

CCT-485 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

Positive Child Guidance and Discipline

Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This new Credential Boosters course aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Child Development three hours.

CCT-481 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

Pyramid Model for Social and Emotional Competence - Preschool

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18 hours CD. 1.8 CEUs.

CCT-511 | \$214 (includes fees: \$185)

A3 Online Self-paced 3-hr class Complete by May 17

Resources That Guide Daily Planning

Explore state supported early learning and school age standards, guidelines and MSDE approved curriculum such as the Maryland Common Core State Curriculum, Healthy Beginnings, and other state planning resources. Learn what is expected as an early childhood professional when using these resources for planning purposes. Three Core of Knowledge hours awarded.

CCT-448 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

School-Age Care (SAC)

School-Age Care (SAC) is an early childhood education career course which examines the child between ages five and twelve. Appropriate methods, materials and experiences for school-age care will be covered. This course meets state requirements for 45 clock hours of the 90-hour childcare certificate of training in a school-age program.

CCT-530 | \$448 (includes fees: \$30) plus text

A3BP Online Jan. 29 – May 17

SIDS

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

CCT-494 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

Supporting Children with Disabilities

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-488 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

Taking Learning Outside

Get out! Learn how outdoor learning environments and play space can assist with development and learning. Identify the importance of outdoor activities in all learning domains, examine traditional and non-traditional outdoor learning activities and prepare examples of structured and unstructured outdoor play. Three Core of Knowledge hours awarded.

CCT-461 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 10

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

LAW ENFORCEMENT AND LEGAL CAREERS

Offered in partnership with The Center for Legal Studies. For additional online legal career training visit www.carrollcc.edu/LegalStudies.

Paralegal Certification Course

Get a foundation for the study of paralegalism. Gain an understanding of the American legal system and learn how you can be of assistance in the field of law. Course results in a paralegal certificate, demonstrating mastery of foundations of law.

VOC-553 | \$1,905 (includes fees: \$1,546) plus text

A3B Online Jan. 8 – April 19

B3B Online March 4 – June 14

Legal Nurse Consultant Training Course

This program prepares medical professionals for a career in the legal field as legal nurse consultants. This course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,205 (includes fees: \$986) plus text

A3B Online Jan. 8 – Feb. 23

B3B Online March 4 – April 19

Legal Secretary Certificate Course

Beginning and experienced secretaries, improve your skills in the law office. Topics include: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format. Discuss job search strategies and placement possibilities.

VOC-558 | \$1,005 (includes fees: \$826) plus text

A3B Online Jan. 8 – Feb. 23

B3B Online March 4 – April 19

Victim Advocacy Certificate Course

Prepare to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims through the criminal justice system and toward successful recovery. Topics include: legal terminology; legal process; legislation regarding victims' rights; jurisdiction and venue; ethics; effects of victimization on the victim; victim advocate skills; guardianships and crisis intervention. Also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault and child abuse.

VOC-559 | \$1,005 (includes fees: \$826) plus text

A3B Online Jan. 8 – Feb. 23

B3B Online March 4 – April 19

Resolve Conflicts

MEDIATION CAN HELP WITH:

- Family conflicts
- Landlord/tenant conflicts
- Business/consumer conflicts
- Employee conflicts
- Neighborhood conflicts
- Custody/visitation conflicts
- Attendance issues
- Parent/teen conflicts
- Student/student conflicts
- And more

SERVICES ARE:

- Confidential
- Voluntary
- No cost
- Scheduled at convenient times and locations

To learn more, contact the Carroll County Community Mediation Center at **410-848-1764** or **CCCMC@carrollcc.edu**.

001-06-24.0523

TUITION **\$200**
OR MORE?

Pay in installments!

Visit
www.carrollcc.edu/tuitionassistance
to learn more!

REGISTER NOW 

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

TRANSPORTATION

Commercial (CDL) Truck Driver

Earn a Maryland Class A Commercial Driver's License in 8 weeks.

Winter class dates are:

Jan. 16 – March 12

April 8 – June 3

For information on CDL-A classes call 410-386-8100.

ADULT BASIC EDUCATION

ACADEMIC TEST PREP

SAT/ACT Prep Series

This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

ADS-105 | \$235 (includes fees: \$175)

D2 Online Dec. 13 – Feb. 23

A3 Online Jan. 17 – March 22

B3 Online Feb. 14 – April 19

C3 Online March 13 – May 24

A4 Online April 17 – June 21

B4 Online May 15 – July 19

C4 Online June 12 – Aug. 23

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

ADS-106 | \$135 (includes fees: \$109)

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

CAREER DEVELOPMENT

Help With Career Choices

Need some help with your career choice? Let us help you with an overview of resources and possible next steps to help you develop a plan. Sessions are FREE and offered on a monthly basis. Once registered, you will be contacted to schedule a date and time.

XXB-138 | No Cost

A3 Online Jan. 1 – 31

B3 Online Feb. 1 – 29

C3 Online March 1 – 31

A4 Online April 1 – 30

ESOL

American English Pronunciation

This class is for students learning English as a second language. Instruction includes correct articulation and pronunciation of American English.

ESL-070 | \$295 (includes fees: \$20) plus text

A3B Tue, Thu | Feb. 13 – April 25* | 6:30 – 8:30 p.m.
20 sessions | Online

Instructor: CET Staff

*No class 3/19, 03/21

Advanced English Preparation 2

This 10-week course is designed for English language learners who want to improve their English reading, writing, speaking and listening skills for the workplace or to prepare for further education or workforce training. Grammar and pronunciation instruction are included. Placement counseling recommended; contact 410-386-8646 or esol@carrollcc.edu to schedule your placement counseling session.

ESL-097 | \$295 (includes fees: \$20) plus text

A3B Mon, Wed | Feb. 12 – April 24* | 6:30 – 8:30 p.m.
20 sessions | Main Campus

Instructor: CET Staff

*No class 3/18, 03/20

Integrated Reading and Writing for English Learners 1

Read, write and revise academic texts, while improving English grammar and vocabulary. Prepare for future academic writing courses by focusing on paragraph development. Placement counseling is required prior to course registration. Contact Lara Truitt at 410-386-8409 or ltruitt@carrollcc.edu for more information and to schedule a counseling appointment.

ESL-001 | \$688 (includes fees: \$144)

A3 Tue, Thu | Jan. 30 – May 16*
11 a.m. – 12:50 p.m.

30 sessions | Main Campus

*No class 3/19, 03/21

Interested in a degree?

Explore Carroll's

CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Integrated Reading and Writing for English Learners 2

Read, write and revise academic texts, while improving English grammar and vocabulary. Prepare for English 101 and other college-level courses by focusing on essay development. Students who successfully complete this course are eligible to take English 101. Placement counseling is required prior to course registration. Contact Lara Truitt at 410-386-8409 or ltruitt@carrollcc.edu for more information and to schedule a counseling appointment.

ESL-002 | \$688 (includes fees: \$144)

A3 Tue, Thu | Jan. 30 – May 16*
11 a.m. – 12:50 p.m.
30 sessions | Main Campus
*No class 3/19, 03/21

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

ESL-075 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

B3 Online Feb. 14 – March 22

C3 Online March 13 – April 19

A4 Online April 17 – May 24

B4 Online May 15 – June 21

C4 Online June 12 – July 19

ENGLISH FOR RBT TRAINING

English for Registered Behavior Technician (RBT)

NO COST!

Bilingual Registered Behavior Technicians (RBTs) are in demand! RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, RBTs are responsible for the direct implementation of skill acquisition and behavior reduction plans. Students who wish to become RBTs and have a first language other than English can learn the specialized English needed to successfully complete the RBT Workforce Training Certificate. This course is free to qualified students at the High Intermediate or Advanced levels of ESOL. Contact Susan Leibman at 410-386-8646 or email esol@carrollcc.edu for more information and to register.

ESL-101 | No Cost

A3 Tue, Thu | Feb. 6 – April 16* | 6:30 – 8:30 p.m.
18 sessions | Online
Instructor: Kathleen Thayil
*No class 3/14, 3/19, 3/21

Registered Behavior Technician® 40-Hour Training Part I

Registered Behavior Technician® 40-Hour Training Part II

For complete course details see page 34.

English Language Conversation Groups

Practice your speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

Beginner and intermediate groups meet Mondays at 5 p.m. at the Multi-Service Center, 224 N. Center Street in Westminster.

Conversation groups are **FREE** but registration is required. Contact the Literacy Council at 410-857-0776 or info@carrollliteracy.org to register.



Offered through a partnership with the Literacy Council of Carroll County.

Literacy Council
of CARROLL COUNTY

096-05-23 1022 INF

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

GED® Test/High School Diploma Preparation

Brush up your skills and get ready to pass the GED® tests in our adult basic skills and GED® preparation classes.

Free GED® preparation classes for adults 18 and older are offered online and in person with day and evening programs available.

Winter classes start Tuesday, January 9.

You must attend a FREE information session before November 30 to be eligible for Winter classes or March 26 for Spring classes.

Registration for the info session is required.

Contact us today for available dates.



"I like that classes are available to help us get our GED® diploma. The teachers, staff and director are very helpful. They give me confidence and push me in the right direction. I have no intention of stopping and will do whatever it takes

to accomplish my goal of getting my GED® diploma. I would recommend classes at Carroll Community College's Adult Education Program to anyone."

—Lander Campbell, GED® Test Prep Student

Ready to get started? Contact us!

- In person at
224 N. Center Street, Westminster
- By phone at 410-386-8630
- By email at ged@carrollcc.edu
- On our website at
www.carrollcc.edu/ged
- Or use the QR code below:



REGISTER NOW



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

ESOL (English for Speakers of Other Languages)

Learn to read, write and speak English in our ESOL classes.

Para español, por favor llame
410-386-8636.

Free English classes for adult speakers of other languages are offered online and in person with day and evening programs available.

Winter classes start Monday, January 8.

You must attend a FREE information session before November 29 to be eligible for Winter classes or March 25 for Spring classes.

Registration for the info session is required.

Contact us today for available dates.



“Online classes made me more interested in English. Before I went to ESOL, when I talked in conversations I was nervous because I didn’t want to say something that did not make sense. Even though I do not know how to speak English

very well, I do better than before. All the things I now know are thanks to my kind teachers.”

–Dilnoza Tokhirova, ESOL Program Student

Ready to get started? Contact us!

- In person at
224 N. Center Street, Westminster
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PERSONAL ENRICHMENT

Cultivate Your Creative Side
In an **Arts & Crafts** Class > page 53

Expand Your Recipe Repertoire in
Fun & Flavorful **Cooking** Classes > page 55

Take Care of Your Mind & Body
In a **Health & Wellness** Class > page 64

ART

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.

PDE-728 | \$229 (includes fees: \$65)

A3 Wed | Jan. 3 – Feb. 21 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

B3 Fri | Feb. 2 – March 29* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 3/22*

C3 Wed | March 6 – May 1* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
**No class 3/20*

D3 Fri | April 5 – May 24 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

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.

PDE-808 | \$229 (includes fees: \$65)

A3M Mon | Jan. 8 – March 4* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
**No class 1/15*

B3M Mon | March 25 – May 13 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

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 understanding 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.

PDE-809 | \$229 (includes fees: \$65)

A3M Mon | Jan. 8 – March 4* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
**No class 1/15*

B3M Mon | March 25 – May 13 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

FINE CRAFT

CERAMICS

Studio Ceramics

Create your own body of work. Use our studio utilities to create your unique projects. Assisted by expert guidance and consultation. Students are allotted clay to make hand-built and/or thrown works. For students who have already taken a recent ceramics course.

DPM-027 | \$170 (includes fees: \$160)

A3 Thu | Jan. 11 – Feb. 15 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem

B3 Thu | Feb. 29 – April 11* | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem
**No class 3/21*

Intro to Throwing on the Potter's Wheel

Get your hands dirty on the wheel! Study basic wheel throwing techniques with a knowledgeable instructor. Experience the thrill of spinning clay as you center, pull up and shape the clay to create cups and bowls.

DPM-025 | \$120 (includes fees: \$110)

A3 Tue | Jan. 9 – 30 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

C3 Tue | March 26 – April 16 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

B3 Sat | Jan. 20 – Feb. 10 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: CET Staff

Intermediate Throwing on the Potter's Wheel

Intermediate students practice and develop wedging, centering, pulling and shaping techniques. Learn helpful tips such as the best way to remove pots from the wheel and repeat throwing. Some experience on the wheel expected.

DPM-077 | \$120 (includes fees: \$110)

A3 Tue | Feb. 6 – 27 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

B3 Sat | Feb. 24 – March 16 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: CET Staff

FLOWER ARRANGING

NEW! Fresh Flower Arranging

It's more than simply putting a bunch of flowers into a vase and filling it with water! Practice the basics of floral arranging. Create a simple vase of flowers so that it looks elegant and professional. Manage the fundamentals of floral arranging from the basic tools to the techniques that effortlessly display your favorite flowers, including ones right out of your home garden!

DPM-057 | \$70 (includes fees: \$60)

A4 Thu | May 16 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

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NEW! Evergreen Base - Year Round Wreath

Create a year-round evergreen wreath. Make it one of a kind using a variety of faux evergreen elements to enjoy for years to come. The possibilities are endless. You will also receive tips on how to freshen it up for each season. All supplies included.

DPM-095 | \$70 (includes fees: \$60)

A3 Thu | Feb. 29 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

NEW! Spring Wreaths With Dried Flowers

Create a festive spring wreath. Make it one of a kind using a variety of faux spring floral elements to enjoy for years to come. The possibilities are endless. Once displayed, everyone will be knocking on your door to make them one! All supplies included.

DPM-098 | \$70 (includes fees: \$60)

A4 Thu | April 18 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

STAINED GLASS

The Art of Stained Glass I

In the tradition of Tiffany stained glass, create a simple suncatcher and hanging flat panel. Learn basic techniques of design, cutting and construction. Tools and most basic supplies are included. Instructor will discuss consumable supplies needed at first class.

XXZ-314 | \$165 (includes fees: \$155)

A3M Wed | Jan. 17 – Feb. 21* | 6:30 – 9 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 1/24

B3M Fri | Jan. 19 – Feb. 23* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 1/26

The Art of Stained Glass II - Basic Lampshades

Jump into the world of 3D glass! Learn basic lamp construction and fashion your own stained glass lampshade. Create a treasured piece for your home. All tools and some basic materials provided. Glass and other supplies needed discussed at the first class. Prerequisite: The Art of Stained Glass or previous stained glass experience.

DPM-016 | \$195 (includes fees: \$185)

A3M Wed | March 6 – April 17* | 6:30 – 9 p.m.
6 sessions | Main Campus
Instructor: Cathy Trostle
*No class 3/20

B3M Fri | March 8 – April 19* | 9:30 a.m. – 12 p.m.
6 sessions | Main Campus
Instructor: Cathy Trostle
*No class 3/22

The Art of Stained Glass - Studio

Join our growing community of glass artists! Beginner students will learn the Tiffany or copper foil method as they create a suncatcher and hanging panel. Returning students are welcome to bring a project of their own or select from a list of instructor favorites. Tools are supplied. No materials required for the first night. Material/supply list provided at the first meeting for subsequent nights.

DPM-043 | \$165 (includes fees: \$155)

A3 Wed | Jan. 17 – Feb. 21* | 6:30 – 9 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 1/24

B3 Fri | Jan. 19 – Feb. 23* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 1/26

NEW! Stained Glass Garden Art

Celebrate spring by creating your own unique glass garden art. Designs and materials are provided to create colorful and whimsical plant and garden stakes. Choose from a variety of designs including butterflies, dragonflies, gnomes and more! All materials are provided. Some previous experience with glasswork desirable.

DPM-092 | \$99 (includes fees: \$89)

A4 Tue | April 2 & 9 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Cathy Trostle

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NEW! Fused Glass Sushi Set

Create a one-of-a-kind fused glass sushi set. Design your own sushi set using colors of your choice. The set includes a main dish and two small dishes. All materials are provided for a set I and beautiful. Fun and relaxing. No experience necessary.

DPM-099 | \$70 (includes fees: \$60)

A3 Mon | Feb. 5 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

NEW! Fused Glass Coasters

Create one-of-a-kind fused glass coasters. Design your own unique coasters using colors of your choice. All materials are provided for a set that is both functional and beautiful. Fun and relaxing. No experience necessary.

DPM-097 | \$70 (includes fees: \$60)

A3 Mon | March 25 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

KNITTING

NEW! Nalbinding: Single Needle Knotless Knitting

Nalbinding pre-dates even knitting in the fiber arts. Samples of nalbinding have survived for more than a thousand years! It's a simple way to create everything from hats, socks and even sweaters. Join this introduction to nalbinding and get started on your own nalbinding journey. Bring your own yarn or try some of ours. All materials provided.

DPM-101 | \$57 (includes fees: \$47)

A3 Sat | Feb. 3 | 9 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Suzi Mazzenga

NEW! Needle-Felted Sitting Bunny

Learn to needle felt an adorable sitting bunny perfect for your spring decor! Your bunny will be realistic in color and shape but use your creativity to add whimsical touches like a hat, scarf, necklace or flower.

DPM-094 | \$99 (includes fees: \$89)

A3 Mon | March 4 & 11 | 6 – 9 p.m.
2 sessions | Main Campus

NEW! Needle Felting a Bird's Nest and 3 Eggs

Learn the basics of needle felting. This project is beginner level and foolproof! Learn the basic principles of needle felting for your bird's nest using various types of wool and locks (sheep curls).

DPM-093 | \$65 (includes fees: \$55)

A3 Mon | Jan. 22 | 6 – 8:30 p.m.
1 session | Main Campus

FOOD & DRINK

NEW! Advanced Beer Brewing

Take your homebrewing to the next level. Learn advanced home brewing techniques and a more detailed approach to the processes that influence beer brewed at home. Discuss all grain brewing and other advanced techniques. Recognize different ingredients and equipment needed.

C00-091 | \$78 (includes fees: \$68)

A3 Jan. 23 & 30 | 2 sessions
Tue | Jan. 23 | 7 – 9 p.m.
Main Campus
Tue | Jan. 30 | 7 – 9 p.m.
Pub Dog Brewing Company
Instructor: George Humbert

Blue Zone Cooking: Nicoya, Costa Rica

Nicoyans eat black beans pretty much every single day because they are high in antioxidants. Plantains are high in potassium, soluble fiber and carbohydrates. Papaya is rich in vitamins A, B and C and contains an enzyme that fights inflammation. Corn tortillas are typically eaten with every meal. It is believed that the combination of making tortillas and then pairing them with these other foods takes full advantage of all the nutrient goodness.

C00-077 | \$83 (includes fees: \$73)

A3 Wed | March 13 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

Blue Zone Cooking: Sardinia

Visit this Mediterranean island, home to the greatest concentration of male centenarians in the world, and you'll discover healthy lifestyles that have not changed much since the time of Christ. Join us as we make a few of the delicious recipes in the Mediterranean style. In person, hands-on course.

C00-075 | \$83 (includes fees: \$73)

A3 Wed | Feb. 28 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

Blue Zone Cooking: US

The Loma Linda, CA area is the core of America's blue zone region. They live as much as a decade longer than the rest of us, and much of their longevity can be attributed to vegetarianism and regular exercise. Watch and cook along with a few of the recipes from these long-living Californians. Hands-on course.

C00-067 | \$73 (includes fees: \$63)

A3 Wed | April 24 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerly

NEW! Blue Zone Demo: Eating to 100

Blue Zones are the places on earth where people live the longest and are healthiest. Eating to 100 covers how to eat and live like the world's healthiest people. Discuss ways of eating that yielded the statistically longest-lived people. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

C00-092 | \$30 (includes fees: \$20)

A3 Wed | Feb. 21 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

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12114-23 0123

**NEW! Blue Zone Demo:
Slash Sugar**

Blue Zones are the places on earth where people live the longest and are healthiest. Discuss eating like a Blue Zone centenarian. Strive to consume less than 24g of added sugars daily and replace sugar in your diet. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

C00-093 | \$30 (includes fees: \$20)

A2 Wed | April 17 | 6–7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

**NEW! Eating From Your Freezer
(and Pantry)**

Using your freezer and pantry with some fresh ingredients from the grocery store can make the darkest day brighter. It only takes a little extra oomph to create your own sunshine in the kitchen. Learn tips to use what you have on hand. Take home recipes and knowledge to stock your kitchen for success. Hands-on course.

C00-097 | \$78 (includes fees: \$68)

A3 Wed | March 27 | 5:30–8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

NEW! One Dish Dinner

Be it a soup pot or sheet pan, layer your ingredients to create delicious and nutritious meals with easy cleanup. Make meal planning easy by preparing a tasty one-dish entrée for dinner. Adapt for one pot, on a sheet pan, in a skillet or in your slow cooker. These one-dish dinner recipes are perfect for quick meals with little mess! Hands-on course.

C00-096 | \$73 (includes fees: \$63)

A3 Wed | March 6 | 5:30–8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

**NEW! Souper Duper Soups and
Stews**

The colder months scream for hearty soups and stews. Whether in the slow cooker or simmering on the stovetop, these dishes will satisfy your hunger with plenty of leftovers. Prepare one soup or stew to take home as well as a few recipes for later use. Take the chill out of your winter by warming yourself from the inside out! Hands-on course.

C00-095 | \$78 (includes fees: \$68)

A3 Wed | Jan. 24 | 5:30–8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

NEW! Szechuan Cooking

Explore Szechuan cuisine, Szechwan cuisine, or Sichuan cuisine! This style of Chinese cuisine is famed for bold flavors, particularly its liberal use of chili peppers. Also common are garlic, ginger, star anise and other spicy herbs, plants and spices. Common preparation techniques in Szechuan cuisine include stir frying, steaming and braising. Take home samples and recipes. Hands-on course.

C00-094 | \$83 (includes fees: \$73)

A4 Wed | April 10 | 6–9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

**HISTORY, CULTURE &
WORLD VIEW**

**The Great War and the Twenty-Year
Truce**

Survey European history from 1900 to 1939. Focus on the political, social, economic, cultural and intellectual changes that exploded from World War I. Particular attention will be given to how people in nations old and new attempted to build permanent peace and prosperity. Failure brought a resumption of the fighting and an end to European domination of the globe. Co-listed with credit.

PDE-912 | \$454 (includes fees: \$35) plus text

A3B Tue,Thu | Jan. 30–May 9* | 12:30–1:50 p.m.
28 sessions | Main Campus
Instructor: Robert Young
*No class 3/19,3/21

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**LECTURE SERIES WITH
DAVID BOOZ****NEW! Day Three of the Battle of
Gettysburg**

An in-depth study of the third day of the Battle of Gettysburg.

HCW-137 | \$49 (includes fees: \$39)

A3 Thu | Jan. 18 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! The Retreat From Gettysburg

A study of the Confederate retreat from Gettysburg and the Union's attempt to capture or destroy the Confederate army.

HCW-138 | \$49 (includes fees: \$39)

A3 Thu | Feb. 15 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

**NEW! Civil War - The
Remembrance of Battle of
Gettysburg**

How has the country remembered the Battle of Gettysburg since the smoke cleared away in 1863? From Lincoln's Gettysburg Address to the creation of monuments to the National Park Service, see how the park was created and evolved.

HCW-139 | \$49 (includes fees: \$39)

A3 Thu | March 28 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

WORLD VIEW**Death and Dying** 

Take an in-depth and interdisciplinary approach to the study of death and dying. Explore this final stage of development from various perspectives, cultures and spiritual realms. Focus on the dying process, death rituals, the grieving process, bereavement practices, and theories and beliefs regarding the afterlife. Co-listed with credit.

PDE-104 | \$454 (includes fees: \$35) plus text

A3B Wed | Jan. 31 – May 8* | 12:30 – 1:50 p.m.
14 sessions | Online
*No class 13/20

Ethics

Engage in critical examination of values through the careful exploration of the views of classic and contemporary moral philosophers. Explore a variety of moral issues including those that are well known and controversial and those that are often overlooked yet relevant. Raise awareness about, and refine our capacity to act effectively in, our roles as moral agents. Co-listed with credit.

PDE-083 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 29 – May 8*
11 a.m. – 12:20 p.m.
28 sessions | Main Campus
*No class 3/18, 3/20

Introduction to Philosophy

Join us in the critical and open activity of philosophical inquiry. Philosophy is an on-going conversation that explores who we are, what our world is and how we are to act toward the world. Read and discuss contributions to that conversation by classic and contemporary philosophers for the purpose of seeing how these people engaged questions that have real applications to us and to see how their thoughts shaped or prod at our lives today. Critique the contributions made by these philosophers and critique your own ideas and worldviews. Co-listed with credit.

PDE-082 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 29 – May 8* | 9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 3/18, 3/20

Practical Logic

Explore the fundamentals of human reasoning with an emphasis on critical thinking in everyday situations. Analyze the elements of rational argument, the role of language and subjective factors in good (and poor) reasoning, and the requirements for cogent argument. Identify fallacies in everyday arguments such as those encountered in conversation, advertising, political campaigns and media spin, in following a deductive path of inference, and in constructing arguments. Co-listed with credit.

PDE-095 | \$454 (includes fees: \$35)

A3 Mon, Wed | Jan. 29 – May 8* | 2 – 3:20 p.m.
28 sessions | Main Campus
*No class 13/18, 3/20

NEW! The Quest for King Arthur

Perhaps the most enduring tradition in all English literature is the story of Arthur and his knights. Whether he existed or not, there is no debate that King Arthur has come to represent the quintessential medieval ruler and continues to capture our imagination into the 21st century. Explore possible origins of Arthur and the development of Arthurian legend, from the earliest Dark Age references to its most recognizable retelling in Mallory's *Le Morte d'Arthur* and selected modern interpretations.

HCW-142 | \$69 (includes fees: \$59)

A3 Thu | Feb. 29 & March 7 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Derrick Lapp

Social Psychology

Examine social influences on individual and group behavior. Topics include perception of people and events, attitudes and persuasion, social relationships, altruism and aggression. Co-listed with credit.

PDE-103 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 30 – May 9* | 9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 13/19, 3/21

BANNED BOOK SERIES**Banned Book Series**

Books unite us; censorship divides us. Each session features a book or collection of short books targeted with removal or restriction in libraries or schools. Critique a banned book and discuss censorship issues. Join both sessions or pick the one that interests you most. Students are encouraged to read or re-read the books prior to class to improve discussion.

HCW-024 | \$59 (includes fees: \$49)

A3 March 26 & April 23 | 2 sessions
Tue | March 26 | 6:30 – 8:30 p.m.
Main Campus
Tue | April 23 | 6:30 – 8:30 p.m.
Main Campus
Instructor: Ruth Ann Wood

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Banned Books - The Diary of a Young Girl by Anne Frank

This novel chronicles Anne's time in hiding from the Nazis during World War II. It has become a classic coming-of-age story. The Scholastic review says it is "a fascinating commentary on human courage and frailty and a compelling self-portrait of a sensitive and spiritual young woman whose promise was cut short."

HCW-140 | \$36 (includes fees: \$26)

A3 Tue | March 26 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Ruth Ann Wood

Banned Books - The Storyteller by Jodi Picoult

This 2013 novel is set in contemporary America in which a woman confronts her friendship with an old man, a stalwart in her community, and the astounding realization that her grandmother is a Holocaust survivor. Reviewers write: "an outstanding book on the Holocaust," "delicately crafted and magnificently executed," "thought-provoking, emotionally charged," and "content is riveting yet harrowing."

HCW-141 | \$36 (includes fees: \$26)

A4 Tue | April 23 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Ruth Ann Wood

THEATER

Acting for Non-Majors

Study the theory and basic principles of the creative processes of acting. Emphasis is given to the development and understanding of the practical application of acting through physical, vocal and creative exercises, improvisation, monologue and scene work. Other activities include play analysis, character analysis and written assignments. No prior acting experience necessary. Co-listed with credit.

HCW-120 | \$454 (includes fees: \$35)

A3 Mon, Wed | Jan. 29 – May 8*
11 a.m. – 12:20 p.m.
28 sessions | Main Campus
*No class 3/18, 3/20

Stagecraft

Survey the history and practice of the technical aspects of theatre, from ancient Greece to modern-day Broadway. Topics include set construction methods, stage lighting, painting techniques, stage properties, costuming and sound implementation. Students may work optional laboratory hours as arranged with instructor. Co-listed with credit

HCW-121 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 30 – May 9* | 12:30 – 1:50 p.m.
28 sessions | Main Campus
*No class 3/19, 3/21

Script Analysis

Study play texts, from page to stage, with emphasis on critical analysis of structure, genre, theme, style, character, language, dramatic event and point of view of the actor, director, critic and audience. Students will be introduced to theatre research methods. Co-listed with credit.

HCW-122 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 29 – May 8* | 12:30 – 1:50 p.m.
28 sessions | Main Campus
*No class 3/18, 3/20

HOME & HOBBY

FINANCIAL

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future.

FIN-018 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

Stocks, Bonds, and Investing: Oh My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

FIN-089 | \$135 (includes fees: \$109)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

GARDENING

Importance of Being Native: How to Design a Native Garden

Dreaming of a garden full of native flowers, butterflies, bees and other wildlife? Make that dream a reality with these tips from start to finish. First, look at the indispensable web of life to see how all living things in an ecosystem depend on all other things. Next, learn about species and how to read plant labels. Plants and design take center stage next! See which plants draw butterflies, bees and birds. Learn how to choose the right plants for your garden, sunny or shady. Finally, draw your garden and fill it with Maryland plants. Plant lists are provided.

PDE-126 | \$49 (includes fees: \$39)

A3 Thu | March 28 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: Laura O'Callaghan

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Cool Classes 2gether

Learn, laugh and spend quality time with your pre-teen or teenager!

Fun, interactive classes for a parent — or grandparent, aunt, uncle or godparent — and child. Course cost includes one adult and one child.

Fused Glass Snowflake



Let it snow, let it snow, let it snow! Even though the weather is cold, capture the sun in a stunning, unique stained glass suncatcher. Celebrate the winter together with this fun class. No experience is necessary.

Material fee includes all materials and firing for two snowflakes. Projects will be fired off-site. Allow two weeks for pick up. Course cost includes one adult and one child ages 8 – 12.

Instructor: Cathy Trostle

FAM-009-A3G / \$60 (includes fees: \$50)

Saturday Jan. 27, 10 a.m. – 12 p.m.

Main Campus

Collaborate Kitchen: Valentine's



Sweet! Adults and kids create cupcakes together using the techniques of real chefs. Learn your way around the kitchen, practice your skills and discover how to make delicious treats. Course cost includes one adult and one child ages 8 – 13.

Instructor: Heather Schaefer

FAM-011-A3G / \$85 (includes fees: \$75)

Monday Feb. 12, 6 – 9 p.m.

Carroll County Career & Tech

Collage Art



Unleash your inner artist in this fun class! Create unique mixed media art pieces to express different materials, ideas and themes. Build amazing projects in 2D and

3D. There's no wrong way to combine different items, so artists of all abilities can shine together! Course cost includes one adult and one child ages 8 – 12.

Instructor: Seán Boylan

FAM-010-A3G / \$80 (includes fees: \$70)

Saturday March 30, 9:30 a.m. – 12 p.m.

Main Campus

Flying Drones Together



It's a bird. It's a plane. No, it's something even cooler – a drone, and you could be its pilot! Drones are popular for good reasons. They can be used recreationally

or commercially in so many ways! Discover how drones are used for fun and for business. Learn the basic rules to keep yourself and others safe and gain experience learning how to fly on drone simulators and then take to the sky using professional drones. No prior experience is necessary. Course cost includes one adult and one child ages 9 – 14.

Instructor: Jeremy Roop

FAM-007-A4G / \$49 (includes fees: \$39)

Saturday, April 13, 9:30 a.m. – 12 p.m.

Main Campus

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

HOBBY

Intro to Basic Cold-Process Soapmaking

Learn a new skill, create unique gifts for friends and family, or make your household a bit more sustainable. Creating your own soap from scratch is exciting and fun! Learn basic terminology, formulation and techniques used in cold process soap-making. Create a fully cured and basic soap recipe from scratch.

LPC-022 | \$119 (includes fees: \$109)

A3 Tue, Thu | March 5 & 7 | 2 sessions
Tue | March 5 | 6–9 p.m.
Thu | March 7 | 6–8 p.m.
Main Campus
Instructors: Kim Beatty and Janice Campbell

Introduction to Digital Scrapbooking 📷

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images, the tools are all available to you. Come take your scrapbooking to a new level!

PDE-110 | \$125 (includes fees: \$115)

D2 Online Dec. 13–Jan. 19

A3 Online Jan. 17–Feb. 23

LANGUAGES

ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

FLC-202 | \$149 (includes fees: \$49) plus text

A3B Thu | Feb. 8–March 14 | 6–8:30 p.m.
6 sessions | Main Campus
Instructor: Charlene Vandusen

ASL- Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

FLC-248 | \$149 (includes fees: \$49) plus text

A3BP Wed | April 3–May 8 | 6–8:30 p.m.
6 sessions | Main Campus
Instructor: Rebekah Krolus-Scheffel

Beginning Conversational French 🗣️

Learn how to communicate easily and comfortably with those who speak French. Learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language.

FLC-194 | \$125 (includes fees: \$105)

D2 Online Dec. 13–Jan. 19

A3 Online Jan. 17–Feb. 23

Conversational Japanese 🗣️

Throughout this course, you'll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You'll practice these in drills, interactive exercises, and dialogues. In each lesson, you'll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you'll have acquired basic conversational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!

FLC-289 | \$125 (includes fees: \$105)

A2 Online Dec. 13–Jan. 19

Elementary Spanish I

Elementary Spanish 1 is basic Spanish for students with little or no knowledge of the language. The course provides a solid foundation in the four language skills: listening, reading, writing and speaking, as well as grammar. Co-listed with credit.

FLC-272 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 29–May 8* | 9:30–10:50 a.m.
28 sessions | Main Campus
*No class 3/18, 03/20

MOTORCYCLE & PERSONAL SAFETY

HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

PDE-080 | \$135 (includes fees: \$110)

A3T Sat | Jan. 20 | 8 a.m.–12:15 p.m.
1 session | Main Campus

A4 Sat | April 20 | 8 a.m.–12:15 p.m.
1 session | Main Campus

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit www.carrollcc.edu/CETRegistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience. This course includes an online component, a classroom orientation and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

TRA-044 | \$309 (includes fees: \$125)

A4 April 10 – 14 | 3 sessions

Wed | April 10 | 6 – 9 p.m.

Main Campus

Sat, Sun | April 13 & 14 | 8 a.m. – 2:30 p.m.

Parking Lot

B4 April 17 – 21 | 3 sessions

Wed | April 17 | 6 – 9 p.m.

Main Campus

Sat, Sun | April 20 & 21 | 8 a.m. – 2:30 p.m.

Parking Lot

C4 April 24 – 28 | 3 sessions

Wed | April 24 | 6 – 9 p.m.

Main Campus

Sat, Sun | April 27 & 28 | 8 a.m. – 2:30 p.m.

Parking Lot

D4 May 1 – 5 | 3 sessions

Wed | May 1 | 6 – 9 p.m.

Main Campus

Sat, Sun | May 4 & 5 | 8 a.m. – 2:30 p.m.

Parking Lot

E4 May 8 – 12 | 3 sessions

Wed | May 8 | 6 – 9 p.m.

Main Campus

Sat, Sun | May 11 & 12 | 8 a.m. – 2:30 p.m.

Parking Lot

F4 May 15 – 19 | 3 sessions

Wed | May 15 | 6 – 9 p.m.

Main Campus

Sat, Sun | May 18 & 19 | 8 a.m. – 2:30 p.m.

Parking Lot

G4 May 29 – June 2 | 3 sessions

Wed | May 29 | 6 – 9 p.m.

Main Campus

Sat, Sun | June 1 & 2 | 8 a.m. – 2:30 p.m.

Parking Lot

H4 June 5 – 9 | 3 sessions

Wed | June 5 | 6 – 9 p.m.

Main Campus

Sat, Sun | June 8 & 9 | 8 a.m. – 2:30 p.m.

Parking Lot

I4 June 12 – 14 | 3 sessions

Wed | June 12 | 6 – 9 p.m.

Main Campus

Thu, Fri | June 13 & 14 | 8 a.m. – 2:30 p.m.

Parking Lot

J4 June 19 & 23* | 2 sessions

Wed | June 19 | 6 – 9 p.m.

Main Campus

Sat, Sun | June 22 & 23 | 8 a.m. – 2:30 p.m.

Parking Lot

*No class 6/19

K4 June 26 – 30 | 3 sessions

Wed | June 26 | 6 – 9 p.m.

Main Campus

Sat, Sun | June 29 & 30 | 8 a.m. – 2:30 p.m.

Parking Lot

ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older. Must have a valid motorcycle license or a class M endorsement on your Maryland driver's license. Must also bring and use your own motorcycle.

TRA-058 | \$185 (includes fees: \$162)

A4 Fri | April 12 | 8 a.m. – 5 p.m.

1 session | Parking Lot

B4 Fri | May 10 | 8 a.m. – 5 p.m.

1 session | Parking Lot

C4 Fri | June 21 | 8 a.m. – 5 p.m.

1 session | Parking Lot

Motorcycle Safety

Get Ready to Ride...



COURSES OFFERED
APRIL – NOVEMBER

Basic Motorcycle Safety (BRC)

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

NEW! Basic RiderCourse 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.

ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



Visit
www.carrollcc.edu/motorcycle
for details and class dates.

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Basic Rider Course 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions to use a college motorcycle:

TRA-060 | \$279 (includes fees: \$124)

A4 Fri | April 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot

B4 Fri | April 19 | 8 a.m. – 4 p.m.
1 session | Parking Lot

C4 Fri | May 3 | 8 a.m. – 4 p.m.
1 session | Parking Lot

D4 Fri | May 17 | 8 a.m. – 4 p.m.
1 session | Parking Lot

E4 Fri | June 7 | 8 a.m. – 4 p.m.
1 session | Parking Lot

Register for these sessions to use your own motorcycle:

TRA-060 | \$229 (includes fees: \$74)

A4CYC Fri | April 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot

B4CYC Fri | April 19 | 8 a.m. – 4 p.m.
1 session | Parking Lot

C4CYC Fri | May 3 | 8 a.m. – 4 p.m.
1 session | Parking Lot

D4CYC Fri | May 17 | 8 a.m. – 4 p.m.
1 session | Parking Lot

E4CYC Fri | June 7 | 8 a.m. – 4 p.m.
1 session | Parking Lot

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele, voice and more.

Applied Music Lessons - 30 Minutes

4 Sessions

MSC-008 | \$130 (includes fees: \$120)

A3 Tue | Jan. 2 – 23
4 sessions | Main Campus
To be scheduled individually

15 Sessions

MSC-008 | \$420 (includes fees: \$410)

B3 Mon | Jan. 29 – May 13*
15 sessions | Main Campus
To be scheduled individually
*No class 3/18

Applied Music Lessons - One Hour

4 Sessions

MSC-010 | \$235 (includes fees: \$225)

A3 Tue | Jan. 2 – 23
4 sessions | Main Campus
To be scheduled individually

15 Sessions

MSC-010 | \$820 (includes fees: \$810)

B3 Mon | Jan. 29 – May 13*
15 sessions | Main Campus
To be scheduled individually
*No class 3/18

Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-036 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 12 – March 15 | 9 – 10 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

A4B Fri | April 5 – June 7 | 9 – 10 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Class Piano for Adults - Continuing II

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-037 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 12 – March 15 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

A4B Fri | April 5 – June 7 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Interested in a degree?

Explore Carroll's
**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

REGISTER NOW

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

Class Piano for Adults: Accelerated Beginner

Continue to work through Adult Piano Adventures All-in-One Piano Course (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1.

XXZ-482 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 12 – March 15 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

A4B Fri | April 5 – June 7 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Introduction to Music Technology

Apply concepts of music technology to music composition, recording, education and performance. Explore properties of sound, audio equipment, audio editing software, synthesis, MIDI (musical input digital interface), acoustics, effects and sequencing. Create digital music recordings and complete creative projects. Co-listed with credit.

MSC-063 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 30 – May 9* | 2 – 3:20 p.m.
28 sessions | Main Campus
**No class 3/19, 3/21*

Native American Flute Construction

Explore the story of the flute and its significance to Native people as you build your own cedar flute from a blank to finishing detail. Learn to play your flute in the traditional style. All supplies provided.

MSC-067 | \$165 (includes fees: \$155)

A3 Sat | Jan. 20 – Feb. 10 | 9 a.m. – 12 p.m.
4 sessions | Main Campus
Instructor: Jeremy Wright

NEW! Rock N’ Roll Vocals

Ready to take rock vocals seriously? Featuring the best of the best from The Beatles to Queen, Adelle to Led Zeppelin, CSN to The Eagles and more. Come put those powerful vocal pipes to the test with our resident platinum award-winning recording artist John Christ.

MSC-066 | \$125 (includes fees: \$115)

A2 Thu | Feb. 1 – March 7 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: John Knoll

ENSEMBLES

Registration for Ensembles closes
Monday, Jan. 22.

Guitar Ensemble

Guitar Ensemble provides guitarists with ensemble and performance experience. Repertoire includes classical, jazz, rock and blues styles arranged in guitar ensemble format. A repertoire of varied selections is prepared for College and public performances.

XXZ-554 | \$60 (includes fees: \$50)

A3P Mon | Jan. 29 – May 13* | 7 – 9 p.m.
15 sessions | Main Campus
**No class 3/18*

Jazz Combo

Jazz Combo examines various jazz pieces selected from the existing literature, which may include cool, swing, hard bop, bossa, Latin, samba, funk/rock and other styles. Co-listed with credit.

XXZ-110 | \$60 (includes fees: \$50)

A3 Tue | Jan. 30 – May 14* | 9 – 11 a.m.
15 sessions | Main Campus
**No class 3/19*

Rock N’ Roll Ensemble

Rock ‘N’ Roll Ensemble is a group organized to provide experience for students and community members in performing rock and roll music. The group is made up of four to seven musicians from the standard rock band instrumentation as well as vocalists.

XXZ-995 | \$60 (includes fees: \$50)

A3P Wed | Jan. 31 – May 15* | 5 – 7 p.m.
15 sessions | Main Campus
**No class 3/20*

Advanced Rock N’ Roll Ensemble

To audition, contact the Performing Arts Office at 410-386-8575.

MSC-054 | \$60 (includes fees: \$50)

A3P Tue | Jan. 30 – May 14* | 5 – 7 p.m.
15 sessions | Main Campus
**No class 3/19*

Vocal Chamber Ensemble

Vocal Chamber Ensemble gives the student an opportunity to explore and perform a diverse body of vocal repertoire in a small ensemble setting. A program of varied selections is prepared for a college performance at the end of each semester.

MSC-055 | \$60 (includes fees: \$50)

A3P Thu | Feb. 1 – May 16* | 2 – 4 p.m.
15 sessions | Main Campus
**No class 3/21*

PHOTOGRAPHY

Operating Your Digital Camera

So you’ve switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

XXZ-358 | \$69 (includes fees: \$59)

A3 Wed | Jan. 3 & 10 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

B3 Sat | Jan. 20 & 27 | 9 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

A4 Wed | April 3 & 10 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

C3 Tue | Feb. 20 & 27 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ



Available Light Photography

Learn to take pictures without a flash at concerts, sporting events, by candlelight, of fireworks or holiday lights. Use your digital camera in this hands-on class to explore: lens speed, apertures, shutter speeds and ISO, and other settings where a flash just won't work. Take photos in and out of the classroom. Returning students welcome. Bring your digital camera, manual and charged battery. Tripods welcome but not necessary. Prerequisite: Operating Your Digital Camera.

XXZ-201 | \$65 (includes fees: \$55)

A4 Tue | April 2 & 9 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

Adobe Lightroom Classic

Get started with Adobe Lightroom Classic whether you are an amateur photographer or a pro. Follow a photographer's workflow from importing and managing photos in the library to editing and correcting them. Explore ways to share and print your amazing images with this software. Bring an external hard drive or 128 to 256 GB flash drive to each class to store your photos. Prerequisite: Operating Your Digital Camera.

PHO-005 | \$110 (includes fees: \$100)

A3 Sat | Feb. 10 – March 2 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: Walter Calahan

Cell Phone Photography

Cell phones and tablets are changing the face of photography. Whether Apple or Android, beginner or experienced, understand the limits and capture an image with light, focus and composition. Demystify settings for panoramic, low light and HDR. Discover alternative camera apps to increase your fun and artistic expressions. Bring your own cell phone and wear comfortable walking shoes to travel around the campus trying what you've learned. Instructor: Walt Calahan

XXZ-893 | \$69 (includes fees: \$59)

A3 Wed | Jan. 24 & 31 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

XXZ-566 | \$155 (includes fees: \$145)

A3 Tue | Jan. 16 – Feb. 13 | 6:45 – 9:15 p.m.
5 sessions | Main Campus
Instructor: Daniel Humphries-Russ

Crafting the Photograph: Level 2

Take your photos to the next level. Learn how and when to go beyond basic camera techniques to create accomplished photographs of people, animals, landscapes, plants and still life. Explore depth of field, shutter speed, filters, lenses and more. Bring your loaded single lens reflex (SLR) digital or 35mm film camera to each class. Prerequisites: Crafting the Photograph: Level 1, or a basic photography class or experience with an adjustable camera.

XXZ-586 | \$149 (includes fees: \$139)

A3 Wed | Feb. 28 – March 27* | 6:30 – 9:30 p.m.
4 sessions | Main Campus
Instructor: Walter Calahan
**No class 3/20*

WELLNESS & OUTDOOR ADVENTURE

Gentle Yoga

Stretches, postures and breathing exercises are adapted to your needs to bring calmness, stress reduction and a feeling of well-being. The stretches and simple yoga postures release tension and bring flexibility to the shoulders, neck, back, hips and legs. For beginners, those with specific limitations or recovering from injury, or experienced students desiring a more relaxed pace. Wear loose-fitting clothes and bring a yoga mat to class.

8 Sessions/90 minutes

XXZ-862 | \$126 (includes fees: \$116)

A3 Sat | Jan. 6 – March 2* | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan
**No class 1/13*

D3 Sat | March 9 – May 4* | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan
**No class 3/23*

8 Sessions/60 minutes

XXZ-862 | \$69 (includes fees: \$59)

B3 Tue | Jan. 9 – Feb. 27 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

C3 Tue | March 5 – April 30* | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan
**No class 3/19*

LaBlast - Fitness Powered by Dance

This partner-free dance fitness workout is perfect for all levels from beginners to experienced dancers. You will work through a diverse mix of famous ballroom dances such as Lindy Hop, Salsa, Jive, Foxtrot and more, set to music from various genres such as pop, rock, hip-hop and country.

XXQ-979 | \$135 (includes fees: \$125)

A3 Wed, Mon | Jan. 17 – April 29* | 6 – 7 p.m.
28 sessions | Main Campus
Instructor: Deanna Dovel
**No class 3/18, 3/20*

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

NEW! Living Whole Series

This three-part series examines how we can literally live our best lives with nourishment, movement and mindfulness. First, examine our eating. What foods can make or break our health goals? Next move on to movement. Examine how to add healthful movements for any body. Discuss how mindfulness can find a place in our daily lives and the difference it can make.

PDE-140 | \$88 (includes fees: \$78)

A3 Wed | Feb. 7 – 28* | 5:30 – 7:30 p.m.
3 sessions | Main Campus
Instructor: Brooke Hagerty
**No class 2/14*

MINDFULNESS SERIES**How to Create a Healthier Lifestyle**

Learn how to make small behavior changes. Change small but change often. Set realistic wellness goals that you can sustain over your lifetime. Focus on the present. Put in the effort, with the conviction that if we keep showing up and slowly and consistently put in the work, we will achieve. Healthy movement. Eating well. Better you!

PDE-134 | \$29 (includes fees: \$19)

A3 Tue | Jan. 9 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Margaret Rauser

Introduction to Meditation: A Tool for Cultivating Everyday Mindfulness

Where your mind goes, your energy flows! Create a toolbox of meditation strategies to bring mindful moments to your daily life.

PDE-127 | \$29 (includes fees: \$19)

A3 Tue | Jan. 16 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

Anatomy of Breath: Creating Awareness in Your Body

Explore how your mental, physical and emotional wellness is deeply tied to your breath and anatomy. Experience breathing techniques and simple movements that you can use at home to create a new awareness of life within your body.

PDE-130 | \$29 (includes fees: \$19)

A3 Tue | Jan. 23 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

Yoga: More Than Movement

Yoga is more than movement on a mat. Asana (movement practice) is just one small piece of this beautiful ancient practice. Explore the Eight Limbs of Yoga, a road map for cultivating an authentic, heart-centered and purposeful life, as well as tools for navigating the twists and turns along the way.

PDE-138 | \$29 (includes fees: \$19)

A3 Tue | Jan. 30 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

Gentle Yoga: Mindful Movement for Balance and Awareness in Mind, Body, and Spirit

Have you ever wanted to try yoga but are unsure where to begin? Gentle yoga is a great place to start! Explore what elements make up a gentle yoga class, and how it is different from other yoga styles. Then give it a try in a 45-minute class to end the workshop. Beginner-friendly.

PDE-129 | \$29 (includes fees: \$19)

A3 Tue | Feb. 6 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

Discover Your Gift

Have you ever had periods in your life when you leaped out of bed in the morning to embrace your day? Once you lived that way, even for a few hours, you were never really satisfied with any other way of living, were you? We can't live this way all the time, of course. Life doesn't work that way. Sometimes we get into a dry spell. And maybe these dry spells are necessary for the vibrant days that follow. But what if we could live this way more often? Here is an experiment: Stop reading for a moment and ask yourself, Am I living fully right now? Am I digging down into my inner treasure trove of genius that sets me apart from everyone else and energizes me like nothing else? Do I still feel a calling in life and am I living it? If you'd like to explore your answers to these questions and discover, rediscover or renew that life force inside you, this class is for you.

PDE-132 | \$29 (includes fees: \$19)

A3 Tue | Feb. 13 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Michael Manion

Moving Forward With Curiosity

We spend a lot of time and energy moving against the parts of ourselves and other people that we don't like. Learn a model for how we can move towards those parts with curiosity and compassion in a way that can help us connect with ourselves and others and ultimately lead to healing. Use the framework of Internal Family Systems to investigate our inner lives to notice what is happening, understand why we do what we do, and what that part of us might need to create more space inside and increase our capacity to love ourselves and others.

PDE-136 | \$29 (includes fees: \$19)

A3 Tue | Feb. 20 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: April Herring

Self Care Through Introspection

When we have a sense that something is wrong, we try to use our brains to figure out what it is. But our feelings and our body can only tell us what is going on if we know how to tune in and listen to them. Use guided imagery and drawing to get in touch with your inner challenges and use your own wisdom to guide you toward answers.

PDE-137 | \$29 (includes fees: \$19)

A3 Tue | Feb. 27 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: April Herring

NEW! Befriending the Nervous System

Explore how your most basic instincts come to you as important messengers to keep you in a state of wholeness, safety and connection. Pair knowledge of how our nervous system functions through the lens of Polyvagal Theory, along with mindfulness strategies to help us not only manage stress, trauma and daily ups and downs, but to thrive within our own bodies.

PDE-142 | \$29 (includes fees: \$19)

A3 Tue | March 5 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

REGISTER NOW

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
Maryland senior adults pay **fees only**.

NEW! Yoga Nidra

Tired? Stressed? Need to regroup? Try a yogic nap! Yoga Nidra is an ancient practice of effortless relaxation. Explore duality, brain science and spiritual aspects of Yoga Nidra, followed by a guided relaxation. Tune into the space between being awake and being asleep and let the process unfold. No yoga knowledge or experience is necessary. You may be seated or lay on the floor for this practice, so dress comfortably and bring a yoga mat and blanket if you are able. Mats and blankets will be available.

PDE-141 | \$29 (includes fees: \$19)

A3 Tue | March 12 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

FITNESS

Intro to Pickleball

Come play Pickleball! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

XHW-001 | \$55 (includes fees: \$45)

A3 Fri | Jan. 5 – Feb. 2 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball II

Can't get enough Pickleball? Continue the excitement from Intro to Pickleball. Sharpen your skills, meet new players and have fun! Open to beginner and intermediate players who want more competitive play time.

XHW-006 | \$55 (includes fees: \$45)

A3 Fri | Feb. 16 – March 15 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

XHW-020 | \$55 (includes fees: \$45)

A3 Fri | March 29 – April 26 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Fundamentals of Tai Chi

Learn the basic concepts and movements of Tai Chi as well as the 24-posture Yang style short form. Study various movements that demonstrate the principles of Tai Chi and promote relaxation and energy development such as silk reeling, Qi Gong exercises, animal frolics, and two-person exercises. Team-teaching allows continuous skill development to prepare for the intermediate/advanced class. Students may need to repeat this class to master the 24-posture form.

XXZ-155 | \$89 (includes fees: \$79)

A3 Thu | Jan. 4 – Feb. 22 | 6:30 – 7:30 p.m.
8 sessions | Main Campus
Instructor: William Whitenton

B3 Thu | March 7 – May 2 | 6:30 – 7:30 p.m.
8 sessions | Main Campus
Instructor: Linda Albright
**No class 3/21*

Tai Chi: Intermediate/Advanced

Build on the basics of Tai Chi using traditional Chinese 'forms', choreographed sequences of movements, to demonstrate Tai Chi principles, martial applications, and health benefits. Intermediate students will learn a popular Yang style form, the energizing reeling silk exercises, and be introduced to 2-person push hands and other simple 2-person exercises. Advanced students will learn a Chen style form, introduction to the sword form and will practice short 2-person acts to demonstrate martial applications and refine Tai Chi movements.

XXZ-156 | \$89 (includes fees: \$79)

A3P Thu | Jan. 4 – Feb. 22 | 7:30 – 8:30 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

B3P Thu | March 7 – May 2 | 7:30 – 8:30 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond
**No class 3/21*

OUTDOOR ADVENTURE

Our hikes are generally suitable for novice hikers who want a bit of a challenge. Most terrains will involve a moderate incline and some may have steeper sections. Hikes are generally 3 to 6 miles.

Hiking, Your New Adventure!

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

ADV-013 | \$45 (includes fees: \$35)

A3 Sat | March 9 | 9 a.m. – 12 p.m.
1 session | Mary Ann Furnace Trail
Instructor: Bud Grace

Plant Discovery Hikes

A 200-acre urban oasis in Baltimore City, Cylburn is a place of natural beauty and learning with hundreds of specimen trees and plantings, gorgeous gardens, wooded trails and an historic mansion. Come learn about this special place and explore the gardens and trails!

ADV-008 | \$45 (includes fees: \$35)

A4T Sat | April 13 | 9 a.m. – 12 p.m.
1 session | Cylburn Arboretum
Instructor: Mark Dougherty

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WRITING

NEW! Driving the Story: A Deep Dive Into Plot

All stories have a driving force, something that moves the plot along and makes the story “happen.” Help drive your story so that your characters keep moving the plot forward. Utilize narrative structure and weave the threads of your story together.

PWL-045 | \$52 (includes fees: \$42)

A3 Mon, Wed | Feb. 12 & 14 | 5 – 6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

NEW! Power Language: Using Words to Make An Impression

Add color and interest to your writing and character dialogue with persuasive, descriptive words that trigger a positive or negative emotional response. Discuss how and when to use these words for the greatest effect.

PWL-044 | \$52 (includes fees: \$42)

A3 Mon | March 4 & 11 | 5 – 6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

Silencing the Critic: Tips for Overcoming Self-Doubt in Writing

Have you ever heard the phrase, “you are your own worst enemy”? Nowhere is this more true than in writing! Many of us were taught to write in ways that didn’t permit us to write authentically and caused us to doubt our writing. Learn to silence your inner critic while writing, and overcome your self-doubt. Write authentically again.

PWL-405 | \$52 (includes fees: \$42)

A3 Mon, Wed | Jan. 22 & 24 | 5 – 6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

What Can I Expect From My Editor? Editing in a Nutshell

The editing process in book publishing is a daunting prospect for many novice writers. Learn about the different types of editors, what to expect from an editor during the editing process, and things to look out for in your own writing that makes editing easier for everyone!

PWL-406 | \$52 (includes fees: \$42)

A3 Mon, Wed | Feb. 26 & 28 | 5 – 6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

A to Z Grantwriting

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers’ grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

PWL-042 | \$135 (includes fees: \$110)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

Interested in a degree?

Explore Carroll’s
**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

Introduction to Screenwriting

Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to create a script that can sell. Learn how to develop that tiny spark into a story, and finally how to structure it into a screenplay. Learn how to create characters audiences will believe and how to write dialogue that will bring them to life. You’ll get an inside look into the business of selling your script and building your career as a writer. You’ll find out about agents and producers, contests and consultants, studios and scam artists. When you finish the course, you’ll be ready to start writing your own script, and you’ll know how to sell it once it’s done!

PWL-389 | \$139 (includes fees: \$115)

D2 Online Dec. 13 – Jan. 19

A3 Online Jan. 17 – Feb. 23

Carroll Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, (267-284-5000), www.msche.org. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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Information

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each

Information

textbook on the bookstore website (www.carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Winter Recess: Dec. 19 – Jan. 1
College Reopens: Jan. 2
Martin Luther King Jr. Holiday: Jan. 13 – 15
Spring Recess: March 17 – 24

Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to www.carrollcc.edu/alerts to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College

Washington Road Campus
1601 Washington Road, Westminster

Adult Education Programs

Multi-Service Center
224 North Center Street, Westminster

Carroll County Career and Technology Center (CCCTC)

1229 Washington Road, Westminster

Carroll County Public Library

Go to library.carr.org for branch locations and directions.

Community Media Center

1301 Washington Road, Westminster

Y of Central Maryland

1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit www.carrolltransitsystem.com or call 410-363-0622.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

The Continuing Education Official College Record (transcript)

The Official Record documents:

All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410 386-8100.

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Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.

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Save time... register online! carrollcc.edu/CETRegistration

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. citizen | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) | Preferred Pronouns: | 2. Race, select one or more of the following categories: |
| <input type="checkbox"/> I am a Carroll County resident (deduct \$10 per course) | <input type="checkbox"/> She: She/Her/Hers | <input type="checkbox"/> White |
| <input type="checkbox"/> I am a Non-Carroll County Maryland resident (deduct \$5 per course) | <input type="checkbox"/> He: He/Him/His | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) | <input type="checkbox"/> Ze: Ze/Hir/Hirs | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> They: They/Them/Their | <input type="checkbox"/> American Indian or Alaska Native |
| | <input type="checkbox"/> Name: Use my name as pronoun | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> I am enrolling in a Workforce Training Certificate program or course(s). Program: _____ | | |

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
 Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost

Mail completed registration form and check or money order for full amount to: **Carroll Community College**
 Continuing Education & Training, A115
 1601 Washington Road
 Westminster, MD 21157

Deduct In-County/In-State Fees _____
Total Cost _____

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.

► **Signature (required)** _____

For Office Use Only: Rec by _____ Processor _____ Date _____ Phone Mail Walk-In Fax

If paying with a credit card, register online at www.carrollcc.edu/CETRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Tuition \$200 or more?
 Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

Charge to my:    

Credit Card Number _____ CID# _____

Note: Your CID# is the last three digits in the signature box on the back of your credit card.

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

5

EASY WAYS TO REGISTER

Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held by registering early!

Office Hours

Monday – Thursday | 8:30 a.m. – 5 p.m.
Friday | 8:30 a.m. – 4 p.m.

1. ONLINE

Register online 24/7 at www.carrollcc.edu/CETRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

Register in-person in Room A115 on the Washington Road Campus. On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

NUMBERS TO KNOW

Admissions for Degree Programs

410-386-8430

Advising/Transfer for Degree Programs

410-386-8435

Career Services

410-386-8523

Cashier's Office

410-386-8040

Disabilities

410-386-8329

General College Information

410-386-8000

Records/Registration for Degree Programs

410-386-8440



CARROLL
COMMUNITY COLLEGE

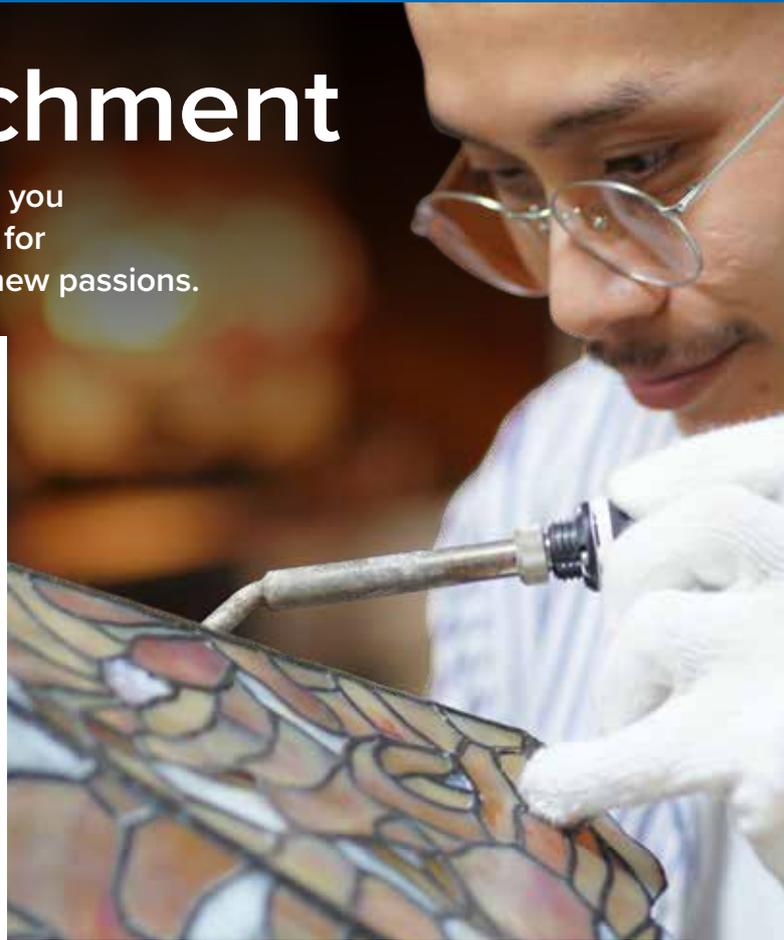
075-01-24-11-23 CET

Personal Enrichment

Embark on the educational journey that takes you **where you want to go!** We are your partners for new knowledge, new skills, new friends and new passions.

Find classes to help you broaden your learning, express your creativity and fulfill your curiosity in:

- Art & Fine Crafts
- Food & Drink
- History, Culture & World View
- Languages
- Motorcycle & Personal Safety
- Music
- Photography
- Wellness & Outdoor Adventure
- Writing



Start your journey on page 52 inside!