Leading High Performance Teams

Transform your team into a high performing one. Learn the basics of team dynamics, the stages of team formation, and learn to utilize individual strengths to bring out the best in all team members. Learn about your own leadership style and explore its impact on team performance. Instructor: Karen Boyd

Total Cost: $99 (includes $30 fees)
Course #: MGT-415-A4

Tue., Jun. 14, 9:00 AM - 4:00 PM
Washington Road Campus, T315

Project Management

Certified Associate in Project Management (CAPM) Exam Prep

Entry-level project managers gain the skills needed to complete the Project Management Institute’s nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. Use learning activities, practice exams and assignments to prepare for the CAPM exam.

Total Cost: $2,199 (includes $2,199 fees)
MD senior adults pay fees only.

Course #: XXP-011-A4
Online
For information go to http://carrollcc.theknowledgebase.org.

Non-Profits

Advanced Grant Writing and Research

Now that you’ve mastered the basics, roll up your sleeves and get to the serious business of writing a fundable grant proposal. Dig deeper into potential funding sources, while also drafting a grant proposal for submission. Instructor: Marcia Hoffman

Total Cost: $179 (includes $60 fees); includes text
MD senior adults pay fees only.

Course #: MGT-453-A4
Thu., Apr. 7 - May 12, 6:00 - 9:15 PM (6 sessions)
Washington Road Campus, T317

Marcia Hoffman is a published and awarded grant writer, with more than 22 years of experience working with grants in academia, government and the nonprofit worlds. Her students comment that she is enthusiastic, knowledgeable and provides a wealth of resources.

OSHAA/Safety

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information call Sandra Fournier at 410-386-8574.

OSHA 501 - Outreach Trainer for General Industry
Mon. - Thu., Jun. 13 - 16, 8:00 AM - 4:00 PM (4 sessions)

OSHA 511 - Basic Course in General Industry
Mon. - Thu., May 23 - 26, 8:00 AM - 4:00 PM (4 sessions)

OSHA 7845 Recordkeeping Rule Seminar
Wed., May 4, 8:00 AM - 12:30 PM

OSHA 510 - Basic Course for Construction Industry
Mon. - Thu., Jul. 18 - 21, 8:00 AM - 4:00 PM (4 sessions)

OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry
Mon. - Thu., Aug. 22 - 25, 8:00 AM - 4:00 PM (4 sessions)

Workforce Skills

Business Productivity Workshops

Adobe Acrobat Power: More than Just PDFs
Maximizing Access: Reports and Queries
See Information Technology: Workplace/Office Productivity section for course details.

Child Care and Educational Professionals

School Age Child Care
Child Care Administration
Infants and Toddlers
Child Growth and Development
Methods and Materials in Early Childhood
Nutrition, Health, and Safety in Early Childhood

These classes are offered in the credit format. For more information call Admissions at 410-386-8430.

The Maryland State Department of Education/Office of Child Care provides funding through the Child Care Career and Professional Development Fund Award to credentialed child care providers who wish to pursue a college degree in early childhood education, education for children, child development, family studies or related disciplines.

• Application due date: March 1, 2016. Late applications will not be processed.
• For more information, contact Heather Bailey at hbailey@carrollcc.edu or 410-386-8383.

Continuing Education

Pediatric First Aid, CPR and AED
See Health Care/CPR & First Aid section for course details.

Online Courses
Solving Classroom Discipline Problems
The Classroom Computer
Using the Internet in the Classroom
For more info go to www.ed2go.com/carrollcc.
**NEW! Online Child Care Classes**

Get your program aligned with Maryland EXCELS and reach higher Maryland Child Care Credential levels.

- Complete courses at your own pace, with instructor guidance.
- Access to a computer, the internet and email required.

**Pre-Service Courses**
- Family Child Care Pre-Service (24 hours)
- Communication Skills for Child Care Professionals (9 hours)

**Continuing Education Courses**
Register and begin a 3-hour Continuing Education class anytime between the start date and end date.

- Age and Developmentally Appropriate Supervision (3 hours)
- Conflict Resolution Strategies (3 hours)
- Cultural Competencies and Awareness (3 hours)
- Developmentally Appropriate Practice (3 hours)
- Family & Community Partnerships (3 hours)
- Including All Children and the ADA (3 hours)
- Introduction to Environmental Rating Scales (3 hours)
- Nutrition and Active Living (3 hours)
- Observation and Assessment Birth-12 (3 hours)
- Playground Safety (3 hours)
- Positive Child Guidance and Discipline Theory (3 hours)
- Resources That Guide Daily Planning (3 hours)
- Sudden Infant Death Syndrome (SIDS) (2 hours)
- Supporting Children with Disabilities (3 hours)
- Taking Learning Outside (3 hours)
- The Child Care Provider as a Professional (3 hours)

For complete course descriptions and registration information, visit carrollcc.edu/childcareonline.