New and Noteworthy for Fall 2015!

Career and Continuing Professional Training

Business Productivity Workshops
- Learn new skills today, apply at work tomorrow.
Carroll Links
- Online career development tool for students.
Casino Table Dealer Training
- Start a career in less than 10 weeks!
CNA to GNA Bridge
- Maryland CNAs become a GNA
Cyber Security Training
- Earn new IT certifications.
Massage Therapy CEUs
- Healing Stone Massage
Online Child Care Classes
- Reach higher Maryland Child Care credential levels.
Physical Therapy CEUs
- Spinal Stabilization
Social Work CEUs
- Cognitive and Dialectical Behavioral Therapy

Personal Enrichment

Arts
- Fused Glass Dish
- Fused Glass Snowflake
- Polymer Clay Jewelry: Make Your Own Beads
- Polymer Clay Jewelry: Impressions
Cooking & Wine
- Advanced Sauces
- Dessert University
- Grilled Pizza Bar
- Tasty Vegetarian
- Plus old favorites updated with new recipes and wines
Health & Wellness
- Fundamentals of Tai Chi
- Wisdom in the Second Half of Life: Living Life with Meaning
History & World View
- Abraham Lincoln and Gettysburg
- Alexander the Great
- Artillery in the Civil War
- Marylanders in the Confederacy
- The “Big Four” and the Beginnings of Philanthropy in Baltimore
- The Civil War in Carroll County
Lifestyle
- Beatlemania: The Final Years and the End of the Dream
Personal Finance
- Estate Planning 101: Are Your Personal Affairs in Order?
Photography
- Crafting the Photograph: Level 2
- Digital Black & White Photography
- Nature Photography
- Nikon DSLR: Set-up & Functions
Writing
- Grammar for Book Writers and Other Storytellers

Build Your CAREER
Enrich Your LIFE
Announcing Carroll Links

A new online job search tool for Carroll Community College students!

With Carroll Links, you will be able to:
• Search local and national job postings
• Manage multiple resumes, employment documents and job posting notifications
• Access career development resources on interviewing, resume writing, social media …and more!

To get started, go to the Career Development page of the college’s website: carrollcc.edu/services/career/default.asp and click on the Carroll Links icon.

Questions? Contact Career Development:
410-386-8523 or 410-386-8530

Online Registration

Quick. Easy. Secure.

Electronic Course Schedule makes browsing easier—no need to download a PDF
Online access to course preparation information, supply lists, and textbook titles
Fast login and easy access using your Carroll ID#

Instant Enrollment… ready when you are
Visit carrollcc.edu/instantenrollment
**Table of Contents**

## Career and Professional Training
Prepare for a new job. Meet professional requirements. Advance your career.
- Business .......................................................... 2
- Build Your Career .................................................. 8
- Child Care and Educational Professionals ......................... 9
- Construction Trades ............................................. 12
- Customized Training for Your Business .......................... 6
- Health Care and Human Services ................................ 14
- Mount Airy College Center for Health Care Education ....... 26
- Information Technology: Office and Workplace ................. 30
- Occupational Training ........................................... 35
- Online Career Training .......................................... 13
- Real Estate .......................................................... 43
- Test and Academic Skills Preparation ............................. 44
- English for Speakers of Other Languages (ESOL) ............... 45

## Personal Enrichment
Stimulate creativity. Expand your perspectives. Support healthy living.
- The Arts ........................................................... 46
- Carroll County Community Mediation Center .................. 46
- Health and Wellness .............................................. 52
- History, Culture and World View ................................ 55
- Languages ........................................................... 57
- Lifestyle and Popular Culture .................................... 58
- Motorcycle Safety .................................................. 60
- Online Courses ...................................................... 43
- Writing ............................................................... 61

## Registration Information
- 5 Easy Ways to Register ........................................ 62
- How to Determine Course Costs ................................ 62
- Drops, Refunds & Cancellations ................................ 62
- Textbooks & Bookstore .......................................... 62
- Inclement Weather Procedures .................................. 63
- Directions & Locations ............................................ 63
- The Continuing Education Official College Record (transcript) .................. 63

## Registration Form
- ............................................................................. 64

## Index
- ............................................................................. 66
BUSINESS

Earn a Continuing Education Certificate
• Entrepreneurship
• Entrepreneurship in the Arts
• Management Development Training

This symbol indicates that a course is a Continuing Education certificate program, or is part of a certificate program. Many courses can be taken individually or be applied to a certificate. For details go to carrollcc.edu/cecertificates.

Business Start-Up

Launching Your New Business
Ready, set and go! Launch your new business with confidence and on the right foot. Topics include: options for business entities; resources available to start-ups; costs of services needed; licensing and tax considerations; loans and financial resources; marketing on a budget; getting your business off the ground and finding customers. Instructor: Roger Voter
No Cost
Course #: MSB-101-A1
Tue., Aug. 25, 6:00 - 9:15 PM
Washington Road Campus, Rm. T325
Course #: MSB-101-A2
Thu., Sep. 10, 6:00 - 9:15 PM
Washington Road Campus, Rm. T317
Course #: MSB-101-B2
Wed., Oct. 21, 6:00 - 9:15 PM
Washington Road Campus, Rm. T317
Course #: MSB-101-C2
Mon., Nov. 16, 6:00 - 9:15 PM
Washington Road Campus, Rm. T317
Course #: MSB-101-B2
Thu., Dec. 10, 6:00 - 9:15 PM
Washington Road Campus, Rm. T317

Business Planning and Basics of Funding
Map out the future of your business venture. Identify websites to research your new business idea, and the tools for creating your business plan. Learn the 5 C's of Credit and be prepared to approach a bank or lender for a new business loan. Instructor: Roger Voter
Total Cost: $36 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-111-A2
Tue. & Thu., Oct. 6 & 8, 6:30 - 9:45 PM (2 sessions)
Washington Road Campus, Rm. T323

Legal & Insurance Issues for Start Ups
Running a small business requires knowledge of a myriad of legal and insurance issues. This course covers basic legal decisions a business owner must make from inception to succession planning. Learn about the types of insurance a business should have and could use from time to time. Instructors: Kathleen Rus, Esquire, and Ann Bollinger
Total Cost: $36 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-151-A2
Tue., Oct. 20, 5:45 - 9:30 PM
Washington Road Campus, Rm. T317

Marketing Plan and Brand/Logo for your Business
Gauge your market potential and your target market! Create a basic marketing plan for your small business and discover the best tactics for your type of business. Determine your business’ identity and brand/logo, learn how to develop a promotional budget and decide how, when and where to promote your small business. Instructor: Missie Wilcox
Total Cost: $36 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-141-A2
Mon., Oct. 19 & 26, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. T317

Quickbooks Pro Level 1
See Information Technology: Office/Financial Applications section for course details.

Starting Your Own Consulting Business
If you are a business professional with training and knowledge important to others, consider opening your own business as a consultant. Learn the basics of starting and running a consulting practice, including a discussion of pricing policies, contracting, marketing, record-keeping and tax concerns. Instructor: Robert Dunn
Total Cost: $75 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-108-A2
Mon., Sep. 14 & 21, 6:00 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T325
Course #: MSB-108-B2
Tue., Nov. 3 & 10, 6:00 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T323

Start Your Own Small Business
Take your dream of starting a business and put it into action. Learn everything you need to know about starting a business, including how to build sales, understand financing options and how to manage all your limited resources. Discover the secrets that separate the successful entrepreneurs from the struggling ones.
Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

Start and Operate Your Own Home-Based Business
Starting a home-based business is the hottest trend in today’s challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! This class is a great way to start your own business or enhance the one you already have.
Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

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. Instructor: Sam Miller, CPA
Total Cost: $36 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-121-A2
Mon. & Wed., Oct. 12 & 14, 6:00 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T317

Online Courses
Learn to Buy and Sell on eBay
Start Your Own Arts and Crafts Business
Starting Your Own Consulting Business
For more info go to www.ed2go.com/carrollcc.

Retail Start-Up

Legal Issues for Artists
Marketing & Self-Promotion of Artists
Photography as a Business
Pricing Strategies for Artists
See The Arts section for course details.
Small Business Growth

Protecting Your Business’ Intellectual Property ★
Most small and mid-size business owners safeguard their tangible assets, but they may not be aware of the means to protect their intangible assets. Learn about the types of intellectual property, including copyrights, trademarks, trade secrets and patents, and the intellectual property that your business may own, such as brands, works of authorship, graphic designs, inventions, confidential information, etc., that need protection and how to safeguard them.

Instructor: Vasilios Peros, Esquire
Total Cost: $75 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-546-A2
Wed., Oct. 28 & Nov. 4, 6:00 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T317

NEW! Cybersecurity for Small Business
Cyber attacks on small businesses are on the rise. Small businesses are the path of least resistance for cyber criminals looking for customer data including credit card numbers, intellectual property and bank account information, according to Internet security provider Symantec. While more small business owners are becoming the target of online fraud, most do not have the IT staff or training to secure their systems. Learn how to do a simple risk assessment for your business and understand what security devices and resources are available to protect you, your business and your customers.
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-513-A2
Tue. & Thu., Sep. 15 & 17, 6:30 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T321

The Salaried Employee: Do You Have Any?
Small business owners - learn how laws regarding classification of employees can make or break your business. Understand how the job status of someone who works for you determines your obligations, such as, who should be paid overtime or who receives health insurance benefits, and what you need to do as a business owner to protect your company.
Instructor: Robert Dunn
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-545-A2
Wed., Oct. 28, 6:00 - 9:45 PM
Washington Road Campus, Rm. T323

Online Courses

Introduction to Business Analysis
Laws of the Business Jungle
Mastery of Business Fundamentals
For more info go to www.ed2go.com/carrollcc.

Communications and Marketing

Business Communications ★
Writing clearly and communicating your message is vital in today’s economy. Learn to write effective business newsletters and other marketing materials, business correspondence (emails, letters and contractual writings), public speaking and presentations. Brush up on essential grammar and writing techniques to create a framework for getting your message out to the public.
Instructor: Donna Chaney
Total Cost: $55 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-301-A2
Tue. & Thu., Oct. 13 & 15, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. T323

Creating Your Online Business Persona
A small business depends on the small business owner for its identity and for the majority of marketing and message. Learn to use the Internet and popular social media tools effectively and consistently to create your small business owner persona.
Instructor: Missie Wilcox
Total Cost: $85 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-381-A2
Mon., Oct. 5, 6:00 - 9:45 PM
Washington Road Campus, Rm. T221

Hands on Facebook
Use Facebook for business and engage potential and current customers with appropriate postings and a fan page. Learn how to post videos and photos, and acquire applications and more fans. Prerequisite: Must have a Facebook account set up prior to the start of class.
Instructor: Cynthia Piazza
Total Cost: $105 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-387-A2
Wed., Oct. 14 & 21, 6:30 - 9:00 PM (2 sessions)
Washington Road Campus, Rm. T317

For more info go to www.ed2go.com/carrollcc.
Social Media for my Business ✪
Learn whether Facebook, Twitter, Google ads, Constant Contact emails and other social media tools are appropriate for your business. Devise a simple plan to use the right tools and learn to measure their effectiveness. Instructor: Cynthia Piazza
Total Cost: $55 (includes $55 fees)
MD senior adults pay fees only.
Course #: MSB-350-A2
Wed., Sep. 16, 6:00 – 9:45 PM
Washington Road Campus, Rm. T317

Speaking and Speeches for Business
Speaking in public can be unnerving for even seasoned business owners and professionals. Learn how to organize your thoughts, choose words that will remember and catch and keep your audience's interest. Also learn how to give a memorable "elevator speech," by understanding the basic elements of such a speech, what to say and how to deliver it.
Instructor: Mike Platte
Total Cost: $85 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-326-A2
Mon., Nov. 2 & 9, 6:00 – 9:15 PM (2 sessions)
Washington Road Campus, Rm. T23

Your Social Media Marketing Plan
Now that you have decided which social media tools are appropriate for your small business, learn how to devise an effective social media marketing plan, calendaring the use of these complementary tools and tracking return on your investment. Instructor: Missie Wilcox
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: MSB-380-A2
Tue., Oct. 27 & Nov.3, 6:30 - 8:30 PM (2 sessions)
Washington Road Campus, Rm. T317

ASL: Basic 1
See Languages section for course details.

Spanish for the Workplace
This self-paced, highly interactive, online occupational Spanish course bridges the communication gap between English and Spanish-speaking co-workers and clients. The course is for beginning Spanish learners who want to communicate in basic Spanish. Learn approximately 700 commonly-used Spanish words and phrases in the workplace. You will hear native speakers, use visual imagery, complete intuitive reading exercises, have access to language tips and cultural information, and be able to assess your learning. This course is 16 hours in length; however students have access for 6 months from the enrollment date.
Total Cost: $165 (includes $165 fees)
MD senior adults pay fees only.
Course #: XXZ-093-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Spanish for Banking
Communicate better with your Spanish speaking customers. This self-paced, interactive, online course is for banking and credit union professionals. You will hear native speakers, use visual imagery, complete intuitive reading exercises, have access to language tips and cultural information, and be able to assess your learning. Includes basic greetings and general Spanish vocabulary, customer service terms, phrases dealing with opening an account, cashing a check, depositing a check, conducting withdrawals and transfers, completing applications, and general banking vocabulary. This course is 16 hours in length; however students have access for 6 months from enrollment date.
Total Cost: $165 (includes $165 fees)
MD senior adults pay fees only.
Course #: XXZ-088-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

For more industry-specific occupational Spanish online courses go to http://carrollcc.theknowledgebase.org.

Tuition $200 ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!

Spanish for Construction
See Construction Trades section for course details.

Online Courses
Business Marketing Writing
For more info go to www.ed2go.com/carrollcc.

Human Resources
Professional in Human Resources (PHR) Exam Prep
This comprehensive online program includes ten courses: Managing Diversity in the Workplace, Behavioral Interviewing, Recruiting Strategies for the Tight Labor Market, Effective Hiring and Interviewing, HRCI/PHR Certification Program, HRCI/SPHR (Senior Professional Human Resource), New Employee Orientation, Human Resources Management Essentials, Managing Diversity and Inclusiveness, Hostility and Aggression in the Workplace. A valuable resource for managers, team leaders, supervisors, human resources directors, and organizational development directors.
Total Cost: $2,450 (includes $2,450 fees)
MD senior adults pay fees only.
Course #: XXP-007-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Employment Law
See Occupational Training/Legal section for course details.

Management and Leadership
Building a Winning Team: Interviewing, Selecting & Hiring Employees ✪
Building a successful team begins with effective interviewing and hiring processes. Learn behavioral interviewing techniques, how to spot red flags in the application process, how to objectively review candidate interviews and ways to effectively orient newly hired employees to your organization. Instructor: Kelly Frager
Total Cost: $99 (includes $30 fees)
MD senior adults pay fees only.
Course #: MGT-401-A2
Tue. & Thu., Oct. 20 & 22, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. T315

Communication Skills for Managers ✪
Managers must be effective communicators at all levels of the organization. Whether communicating to your team members, peers or your own manager, this course will help you hone both your communication and influencing skills, and help you deliver the right message for winning outcomes.
Instructor: Karen Boyd
Total Cost: $99 (includes $30 fees)
MD senior adults pay fees only.
Course #: MGT-413-A2
Wed., Sep. 23, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. K127
Build the strong foundation you need to excel as a manager.

Whether you are aspiring to be a manager, are a new manager or supervisor, or simply want to develop your management skills, the management development certificate program provides the training you need.

Complete the following courses to earn the certificate:

- MGT410 Management Basics: Foundations for Success*
- MGT401 Building a Winning Team: Interviewing, Selecting & Hiring Employees
- MGT380 Effective Performance Appraisals
- MGT381 Coaching Employees to Peak Performance
- MGT399 Managing Using Emotional Intelligence
- MGT400 HR Legal Issues for Managers
- MGT411 Conflict Management
- MGT412 Fostering Diversity in the Workplace
- MGT413 Communications Skills for Managers
- MGT414 Leading Change in the Workplace
- MGT415 Leading High Performance Teams

*The first course in the series, and should be taken first when pursuing the Continuing Education certificate.

Courses can also be taken individually to enhance specific competencies.

See the Course Index for course locations. All courses may not be offered in each schedule.

Employers: Bring Management Development Training to your organization. Call 410-386-8095 to learn more!

For information, visit carrollcc.edu/cetcertificates.
Conflict Management ✨

Create a climate of collaboration. Learn about the five conflict management styles, identify your individual style, and learn which conflict management styles are most effective in various situations. Explore benefits and outcomes of conflict that is well managed. 

Instructor: Philip Deitchman  
Total Cost: $119 (includes $50 fees)  
MD senior adults pay fees only.  
Course #: MGT-411-A1  
Tue. & Thu., Aug. 25 & 27, 6:00 - 9:15 PM (2 sessions)  
Washington Road Campus, Rm. T317

Effective Performance Appraisals ✨

Learn the factors that affect employee performance: how to document both good and poor performance, how to create SMART goals, and how to write employee development plans that motivate. Rate errors, pitfalls to avoid, and tips for conducting a successful appraisal meeting will also be discussed. Essential training for managers and supervisors!  
Total Cost: $99 (includes $30 fees)  
MD senior adults pay fees only.  
Course #: MGT-380-A2  
Sat., Oct. 24, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. T317

Fostering Diversity in the Workplace ✨

Learn how people from different backgrounds and experiences contribute to the richness and the competitive edge of any organization. Explore ways to create an atmosphere of inclusion, understanding and appreciation for individuals that will enhance creativity, collaboration and increase overall team performance.  
Total Cost: $99 (includes $30 fees)  
MD senior adults pay fees only.  
Course #: MGT-412-A2  
Sat., Sep. 12, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. T315

Leading Change in the Workplace ✨

When faced with change, you have one of three choices... lead, follow or get out of the way. Choose to lead! This course will help managers deal with change in the workplace - both personally and as a leader of their team. Topics include understanding both positive and negative effects of change, learning personal response to change, helping to lead employees through change, seeing change as an opportunity, and communication during change.  
Instructor: Robert Dunn  
Total Cost: $99 (includes $30 fees)  
MD senior adults pay fees only.  
Course #: MGT-414-A2  
Tue. & Thu., Sep. 15 & 17, 6:00 - 9:15 PM (2 sessions)  
Washington Road Campus, Rm. T315

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)  
MD senior adults pay fees only.  
Course #: MGT-415-A2  
Thu., Oct. 1, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. T315

Management Basics: Foundations for Success ✨

Get the core skills you need to ensure success as a manager or front line supervisor. Learn about the role of a manager and contemporary management theories. Topics include team building, relationship building, communications, delegation, professionalism and ethics.  
Instructor: Robert Dunn, SPHR  
Total Cost: $119 (includes $50 fees)  
MD senior adults pay fees only.  
Course #: MGT-410-A2  
Tue. & Thu., Oct. 6 - 13, 6:00 - 9:15 PM (3 sessions)  
Washington Road Campus, Rm. T315

Managing Using Emotional Intelligence ✨

Learn about the power of Emotional Intelligence (EI) and its effect on employee engagement, motivation, productivity and retention of top talent in your organization. Explore Emotional Intelligence theories and assess and learn your own EI style. Identify your areas of strength, as well as opportunities for improvement.  
Total Cost: $119 (includes $50 fees)  
MD senior adults pay fees only.  
Course #: MGT-399-A2  
Thu., Nov. 12, 9:00 AM - 4:00 PM  
Washington Road Campus, Rm. T315

Presentation Skills ✨

Sharing knowledge, thoughts and ideas is essential in today's fast-paced communications driven environment. Managers, supervisors and others must be prepared to present in a variety of situations and must be skilled in expressing themselves effectively. Learn techniques for planning, organizing and delivering results-oriented messages for situations that range from informal discussions to formal presentations.  
Total Cost: $279 (includes $130 fees)  
MD senior adults pay fees only.  
Course #: MGT-433-A2  
Wed. & Thu., Oct. 14 & 15, 8:00 AM - 5:00 PM (2 sessions)  
Washington Road Campus, Rm. K115

Put People Power to work.

Employees are essential to helping your organization reach its strategic goals. Give them the training they need for the results you want.

Carroll Community College designs and delivers training and staff development programs for businesses that increase:

- Employee skills
- Performance
- Productivity

To learn more, contact: Business Training and Services at 410-386-8095 or visit carrolltraining.com
Project Management

NEW! Project Management Basics
Learn the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects. Managers with limited project management experience will learn project key concepts, terms, tools and aspects of the project life cycle as described in the Project Management Institute’s PMBOK® Guide. Offered in partnership with Project Masters, Inc.
Total Cost: $350 (includes $300 fees)
MD senior adults pay fees only.
Course #: MGT-450-A2
Tue. & Thur. Oct 27 & 29, 9:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, Rm. T315

NEW! Project Management Professional (PMP®) Exam Prep
Prepare for the Project Management Professional PMP® Exam. Review all material covered in the Project Management Book of Knowledge (PMBOK® Guide), which includes the 10 knowledge areas: Project Integration, Project Scope, Project Time, Project Cost, Project Quality, Project Human Resource Management, Project Communications, Project Risk Management, Project Procurement, and Project Stakeholders Management Review. Class includes practice test questions and a discussion of what to expect when taking the PMP® Exam. Learn the project manager’s role in developing the project scope, how to develop a project charter, the project lifecycle, and the importance of the Work Breakdown Structure (WBS) in defining the scope. Also learn about controlling the project schedule, the critical path method, PERT methodology; network diagrams, and Gantt charts. Includes managing the project budget, cost estimating and forecasting, cost applications, and earned value analysis. Discuss the project manager’s role in creating, motivating and managing a successful team. Examine group decision-making and problem-solving models, project risk definitions/ planning, procedures for managing project contracts and procurement, and quality assurance. Prerequisite: Five or more years of project management experience. Offered in partnership with Project Masters, Inc.
Total Cost: $2,500 (includes $1,740 fees)
MD senior adults pay fees only.
Course #: MGT-451-A3P
Tue. & Thur., Feb. 23 - Apr. 14, 6:00 - 9:15 PM (14 sessions; no class 3/22 & 3/24)
Washington Road Campus, T315

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 #: CAPM-011-A1
Online
For more information go to http://carrollcc.theknowledgebase.org.

Non-Profits

Introduction to Grant Researching and Writing
Find the right grant for your purpose. Topics include defining the purpose and identifying the need for grants, identifying grant resources, and finding the right grant for your purposes. The layout and format of a proper grant proposal will be emphasized. Instructor: Marcia Hoffman
Total Cost: $279 (includes $70 fees); includes two texts
MD senior adults pay fees only.
Course #: MGT-432-A2
Tue., Sep. 8 - Oct. 27, 6:00 - 9:15 PM (8 sessions)
Washington Road Campus, Rm. K127

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: $279 (includes $70 fees); includes two texts
MD senior adults pay fees only.
Course #: MGT-440-A2
Thu., Sep. 10 - Oct. 29, 6:00 - 9:15 PM (8 sessions)
Washington Road Campus, Rm. K203

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.

NEW! Business Productivity Workshops
Learn new skills today. Apply at work tomorrow.

The success of a business relies on the skills of its employees, including the effective use of software such as Microsoft Office and Adobe Creative Suite.

Accomplish real-world tasks, such as:
• Managing data
• Creating reports and presentations
• Effectively communicating using email and digital documents

Workshops incorporate multiple computer applications, and cover only the specific features needed for the task at hand.

Take one or take them all, in any order!
• Design and Deliver Marketing Materials that Sell
• Effective Collaboration and Communication in the Digital World
• From Data Collection to Data Analysis to Presentation
• Improve the Organization, Prioritization, and Execution of Routine Tasks
• Spreadsheets, Forms and PDF’s, Oh My!
• Streamlining Processes, Procedures and Projects

For complete course details see Information Technology: Workplace/Office Productivity section.
Prepare for:
- A new occupation
- Professional Certification
- Industry Licensure

Show your employer that you:
- Completed job training
- Improved your skill set
- Gained technical knowledge

Get a competitive edge in the job search.

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 now 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 for earning a diploma.

Earn a Continuing Education Certificate
- Business Technology
- Computer Graphics
- Canine Training and Management
- Child Care Professional
  - Infant/Toddler Teacher
  - Early Childhood Teacher
  - School-Age Teacher
- Commercial Vehicle Training
  - CDL—A
  - CDL—B Hospitality
- Computer Support Specialist
- Dental Assistant Training
- EKG Technician Training
- Electrical Apprenticeship Training
- Electrical Helper Training
- Entrepreneurship
- Entrepreneurship in the Arts
- Floral Design Training
- Home Inspection Training
- HVAC Technician Training
- HVAC Apprenticeship Training
- Management Development Training
- Medical Assistant Training
- Medical Billing for Physician’s Office
- Medical Coding for the Physician’s Office—AAPC
- Medicine Aide
- Nursing Assistant
- Pharmacy Technician Training
- Phlebotomy Technician Training
- Physical Therapy & Occupational Therapy Aide
- Plumbing Apprenticeship Training
- Veterinary Assistant Training
- Welding
- Website Design

Industry Certification Test Preparation
- A+ Certified Computer Technician
- Certified Coding Associate
- Certified Coding Specialist
- Certified Personal Trainer
- Cisco CCNA Certified Technician
- Home Improvement (MHIC License)
- Network+ Certified Technician
- Professional in Human Resources (PHR)
- Security+ Certified Professional

For information about qualifications, pre-requisites and schedules:
carrollcc.edu/cecertificates

Carroll Community College | Continuing Education & Training | 410-386-8100 | Register at www.carrollcc.edu/instantenrollment
OSHA/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 2225 - Respiratory Protection
Mon. - Thu., Sep. 21 - 24, 8:00 AM - 4:00 PM (4 sessions)

OSHA 511 - Basic Course in General Industry
Mon. - Thu., Oct. 12 - 15, 8:00 AM - 4:00 PM (4 sessions)

OSHA 501 - Outreach Trainer for General Industry
Mon. - Thu., Oct. 19 - 22, 8:00 AM - 4:00 PM (4 sessions)

OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry
Mon. - Thu., Nov. 2 - 5, 8:00 AM - 4:00 PM (4 sessions)

National Safety Council’s Incident Investigation
Mon., Nov. 9, 8:00 AM - 4:00 PM

Ergonomics: Managing for Results
Tue., Nov. 10, 8:00 AM - 4:00 PM

Business Productivity Workshops

Design and Deliver Marketing Materials that Sell
Effective Collaboration and Communication in the Digital World
From Data Collection to Data Analysis to Presentation
Improve the Organization, Prioritization and Execution of Routine Tasks
Spreadheets, Forms and PDFs, Oh My!
Streamlining Processes, Procedures and Projects

See Information Technology: Workplace/Office Productivity section for course details.

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

Total Cost: $372 (includes $30 fees); plus text
MD Senior Adults pay fees only.
Course #: CCT-101-A2BP
Tue. & Thu., Sep. 1 - Dec. 17, 9:30 - 10:50 AM (30 sessions; no class 11/26)
Washington Road Campus, Rm. K122

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

Total Cost: $372 (includes $30 fees); plus text
MD Senior Adults pay fees only.
Course #: CCT-338-A2BP
Thu., Sep. 3 - Dec. 17, 6:30 - 9:20 PM (14 sessions; no class 11/26)
Washington Road Campus, Rm. K122

Materials and Methods for Early Childhood Education: Hybrid
See description above. This class includes both on-campus time as well as an online component.

Total Cost: $372 (includes $30 fees); plus text
MD Senior Adults pay fees only.
Course #: CCT-338-A2BP
Thu., Sep. 3 - Dec. 17, 6:30 - 9:20 PM (14 sessions; no class 11/26)
Washington Road Campus, Rm. K122

Workforce Skills

Business Productivity Workshops

Design and Deliver Marketing Materials that Sell
Effective Collaboration and Communication in the Digital World
From Data Collection to Data Analysis to Presentation
Improve the Organization, Prioritization and Execution of Routine Tasks
Spreadheets, Forms and PDFs, Oh My!
Streamlining Processes, Procedures and Projects

See Information Technology: Workplace/Office Productivity section for course details.
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.
• Register and begin a 3-hour Continuing Education class anytime between the start date and end date.
• Access to a computer, the internet and email required.

Pre-Service Courses
Child Growth and Development (45 hours)
Preschool Curriculum and Activities (45 hours)
Infant and Toddler Care (45 hours)
School Age Child Care Curriculum (45 hours)
Child Care Administration (45 hours)
Family Child Care Pre-Service (24 hours)

Continuing Education Courses
Age and Developmentally Appropriate Supervision (3 hours)
Communication Skills for Child Care Professionals (9 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.
Child Care Administration
This 45-clock hour course provides an overview of the basic child care services, including school-age child care. Focus will be on the administration and organization of a child care center with emphasis on start-up, budgeting, licensing, and regulations. This course plus School-age Child Care Training satisfies the Child Care Administration’s course requirements for center directors. Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: CCT-327-A1BP
Mon., Aug. 31 - Dec. 14, 6:30 - 9:20 PM (15 sessions; no class 9/7)
Washington Road Campus, Rm. K122

School-Age Child Care Training
This early childhood education career course examines the child between ages 5 and 12. Appropriate methods, materials and experiences for school-age care will be covered. This course meets State requirement for positions in school-age care. Can be taken as a credit or non-credit course. Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: CCT-072-A2BP
Wed., Sep. 2 - Dec. 16, 6:30 - 9:20 PM (15 sessions; no class 11/25)
Washington Road Campus, Rm. K122

Continuing Education

Community
NEW! Family and Community Partnerships
Learn how to access the many helpful resources available in your community that can benefit children and families, and how to be an advocate for parents and children with ongoing needs related to health, education and referral services. MSDE Core of Knowledge: Community-3 hours.
Instructor: Kirsten Meyers
Total Cost: $30 (includes $20 fees)
MD senior adults pay fees only.
Course #: CCT-471-A2
Wed., Sep. 23, 6:00 - 9:15 PM
Washington Road Campus, Rm. K129

Health, Safety and Nutrition
Asthma & Anaphylaxis Medication Administration Training for Early Education Providers
Learn useful information and receive skill training for the care of children with asthma. Get an overview of asthma and anaphylaxis, symptoms and treatment goals. Environmental triggers, medica-

tions and asthma devices will be explained. Review the COMAR regulations associated with the care of children with asthma. Four Core of Knowledge hours awarded. Instructor: Terri Lambert
Total Cost: $55 (includes $38 fees)
MD senior adults pay fees only.
Course #: CCT-457-A2
Fri., Oct. 2, 8:00 AM - 12:15 PM
Washington Road Campus, Rm. K129

Medication Administration for Childcare Providers
Provides an overview of medication administration procedures in childcare centers and family childcare homes. Topics include: practices and procedures for administering over-the-counter and selected prescription medications to children in accordance with state childcare licensing requirements, observation methods, recording procedures, forms and schedules, and safe handling techniques. Six Core of Knowledge hours awarded. Instructor: Terri Lambert
Total Cost: $65 (includes $37 fees)
MD senior adults pay fees only.
Course #: CCT-182-B2
Fri., Nov. 6, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. K129

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

Professionalism
Coaching Employees to Peak Performance
Raise the bar on employee performance. Learn about the manager’s role as a coach, the four facets of performance coaching, how to diagnose performance issues, elements of coaching conversations, and ways to reward and recognize employee progress. Recommended for all center directors and others with supervisory responsibilities. Six Core of Knowledge hours awarded. Instructor: Philip Deitchman
Total Cost: $99 (includes $30 fees)
MD senior adults pay fees only.
Course #: CCT-433-A2
Tue. & Thu., Nov. 3 & 5, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. T315

The Child Care Provider as a Professional
Professionalism in child care promotes a successful work environment and effective relationships. Identify available local and national resources, explore initiatives and discuss trends pertaining to professionalism in child care. (3 Core of Knowledge hours awarded) Instructor: Vanessa Jones
Total Cost: $30 (includes $20 fees)
MD senior adults pay fees only.
Course #: CCT-459-A2
Wed., Nov. 4, 6:00 - 9:15 PM
Washington Road Campus, Rm. K129

Educational Professionals
Teacher’s Aide Certification Program
Prepare to assist classroom teachers in instruction of mathematics, reading and writing. Required courses include topics in teaching mathematics, reading and writing, an overview of the job and an introduction to child development. Elective courses explore areas related to instruction including classroom management skills, teaching and learning theories and instructional methods. Prepares you to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation-based certification programs required by your state. You must successfully complete the five required courses and three elective courses to receive certificate. Students required to create a portfolio of their work which is included in the final lesson of each completed course.
Total Cost: $3,499 (includes $3,499 fees)
MD senior adults pay fees only.
Course #: XXP-001-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Advanced Paralegal Education Law
See Occupational Training/Legal 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.
4-Year Apprenticeship Training Programs

Electrical
- Offered in partnership with the Electrical Apprentice Program of Carroll County
- Approved by the Maryland State Department of Labor Licensing & Regulation
- 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 (HACC) of Maryland
- 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

Plumbing
- Offered in partnership with the Plumbing Apprenticeship Program of Carroll County
- Approved by the Maryland State Apprenticeship and Training Council
- For information and application to the program contact Linda Daigle-Jones at 410-876-0484.

CONSTRUCTION TRADES

Earn a Continuing Education Certificate

- Electrical Apprentice
- Home Inspector
- HVAC Technician
- HVACR Apprentice
- Plumbing Apprentice
- Welder

This symbol indicates that a course is a Continuing Education certificate program, or is part of a certificate program. Many courses can be taken individually or be applied to a certificate. For details go to carrollcc.edu/cecertificates.

Prepare for Industry Licensure

- Home Improvement (MHIC License)

For details go to carrollcc.edu/cecertificates.

Construction

Electrical and Electronic Fundamentals

Learn the basic concepts and skills needed to work with electrical equipment in a residential location. Review the fundamental principles of electricity and electronics and the function of various devices such as resistors, capacitors, amplifiers and oscillators. Different types of circuits and their applications are also discussed. Use electrical test equipment and diagnostic tools, and learn about safety measures, codes, and rules and regulations that must be followed to prevent mishaps. Total Cost: $695 (includes $695 fees)

For information go to http://carrollcc.theknowledgebase.org.

Code Training/New Construction Inspection

If you are interested in working as a building inspector doing IRC® (International Residential Code) Inspections, this course will help you pass the International Code Council’s (ICC®) IRC® Examination. Learn code provisions from real-life scenes and defects to prepare for when you get out on site. Use the extensive, specially designed and field tested IRC Index to increase your chances of passing the ICC® certification exam.

Total Cost: $995 (includes $995 fees)
MD senior adults pay fees only.
Course #: XXP-015-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Photo voltaic Technician Career Prep

Learn the principles of photovoltaics and how to effectively incorporate PV systems into stand-alone or interconnected electrical systems. The content includes system advantages and disadvantages, site evaluation, component operation, system design and sizing, and installation requirements and recommended practices.

Total Cost: $1,000 (includes $1,000 fees)
MD senior adults pay fees only.
Course #: XXP-012-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Spanish for Construction

This self-paced, interactive, online course is for construction workers, contractors, foremen and anyone who works with Spanish-speaking employees and co-workers in the construction industry. Learn basic greetings and general vocabulary, as well as terms regarding building areas, factory vocabulary such as hand tools, power tools, construction equipment, building supplies, hardware, landscaping, painting, electrical, safety equipment, and supervisory expressions. You will hear native speakers, use visual imagery, complete intuitive reading exercises, have access to language tips and cultural information, and be able to assess your learning. This course is 16 hours in length; however, students have access for 6 months from the enrollment date.

Total Cost: $165 (includes $165 fees)
MD senior adults pay fees only.
Course #: XXZ-089-A1
Online
For information go to http://carrollcc.theknowledgebase.org.
Construction Trades

Home Inspection Training
See Real Estate/Home Inspection Training section for course details.

Home Improvement

MHIC License Exam Prep
Start your home improvement business today. Prepare with an intensive review of the topics covered in 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.

Instructor: Steve Kitsch
Total Cost: $185 (includes $85 fees); includes text
MD senior adults pay fees only.
Course #: VOC-373-A2
Mon. & Tue., Nov. 3 - 16, 6:00 - 9:00 PM (4 sessions)
Washington Road Campus, Rm. K128

HVAC

Applications in Environmental Systems 1

This course provides the skills needed to work in entry-level positions with Environmental Systems employers. Learn heating and cooling theory, copper, plastic, and ferrous metal piping practices, soldering and brazing, basic principles of electricity, and installation techniques. Required Text: Modern Refrigeration and Air Conditioning from Goodheart. Instructor: Charles Colson
Total Cost: $785 (includes $341 fees); plus text
MD senior adults pay fees only.
Course #: VOC-467-A2
Mon., Sep. 8 - Jan. 12, 6:00 - 9:15 PM (15 sessions; no class 11/17, 12/24, 12/25 and 1/1)
Carroll County Career and Technology Center

Welding

Basic Welding
An introduction to the basics of gas and arc welding for beginning welders. Safe and proper handling of welding equipment will be covered as well. Topics include the basics of the electrode, gas torch, and oxy-acetylene torch; brazing and soft soldering; proper selection of appropriate welding process for various metals. Gain practical experience with welding equipment. For safety reasons, students must wear the following to class: long sleeve cotton shirt, long pants (jeans are best), hard shoes (no tennis shoes). Cost includes helmet and tools.

Total Cost: $499 (includes $280 fees)
MD senior adults pay fees only.
Course #: VOC-015-A2
Wed., Sep. 9 - Nov. 18, 6:00 - 9:15 PM (10 sessions; no class 9/23)
Carroll County Career and Technology Center
Course #: VOC-015-B2
Thu., Sep. 10 - Nov. 19, 6:00 - 9:15 PM (10 sessions; no class 10/19)
Carroll County Career and Technology Center

Advanced Welding

Now includes an additional 15 hours for projects and certification test prep. Provides students with workplace welding skills. Students will work on individual projects based on skill needs. American Welding Society certification test available at the end of the course (fee included in course cost.) For safety reasons, students must wear the following to class: long sleeve cotton shirt, long pants (jeans are best), hard shoes (no tennis shoes). Cost includes helmet and tools.

Total Cost: $755 (includes $341 fees)
MD senior adults pay fees only.
Course #: VOC-220-A2B
Mon., Sep. 21 - Feb. 25, 6:00 - 9:15 PM (20 sessions; no class 12/21, 12/28, 1/18 & 2/13)
Carroll County Career and Technology Center

Tuition $200 ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!

Like us
Career and Professional Training
facebook.com/CareerHere

Point, Click & Go!
Online Classes and Career Training

Take a course anywhere, anytime!
Hundreds of highly interactive courses can be taken entirely online in these areas:
- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Career Training
Over 100 online training programs are offered in these in-demand fields:
- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

For complete descriptions and registration information visit www.ed2go.com/carrollcc

Offered in partnership with Ed2Go. You must have a computer with internet access.
HEALTH CARE AND HUMAN SERVICES

Additional health care courses are now being offered at the new Mount Airy College Center for Health Care Education. See pages 25 – 29 for details.

Career training programs with clinical components may require that students pass a background check and/or drug screening at the student’s expense. These services are provided through a third party agency and are reviewed by the clinical site. The site may refuse entry to any student based on the results. Failure to complete any required background check or drug screening by the due date will result in the student being dismissed from the course.

Earn a Continuing Education Certificate

- Certified Nursing Assistant
- Dental Assistant
- EKG Technician
- Medical Assistant
- Medical Biller
- Medical Coder
- Medicine Aide
- Pharmacy Technician
- Phlebotomy Technician

This symbol indicates that a course is a Continuing Education certificate program, or is part of a certificate program. Many courses can be taken individually or be applied to a certificate. For details go to carrollcc.edu/cecertificates.

Continuing Education and Training Programs and Employability

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

Nursing

High Fidelity Simulation for Health Care Educators

Do you have a simulator (manikin) but don’t know how to use it? Find out how to incorporate simulation into your existing curriculum. Learn the basics of running simulations, from setting up the scenario, controlling the manikin, to meeting the learning objectives of the students. Developed for the novice in running simulations. Explained and demonstrated using high fidelity simulators with hands on activities in a simulation lab. 9 contact hours.

Course #: NRS-415
Dates and times customized for your group. Call Millie Bahnsen 410-386-8025 to schedule.

Nurse Refresher Pt. 1: Theory

Provides learning experiences for nurses who have been out of the workplace and who are planning on returning to work. Combined with the clinical portion (NRS-420) this course meets the Maryland Board of Nursing requirements to reactivate your license. Criminal Background checks and drug testing at an additional cost are required for the clinical portion. Information distributed at first class session.

Total Cost: $940 (includes $420 fees); plus text
MD senior adults pay fees only.

Course #: NRS-419-A1BM
Tue. & Thu., Aug. 20 - Nov. 12, first session 5:30 - 10:15 PM, all other sessions 6:00 - 9:45 PM (25 sessions)
Washington Road Campus, Rm. N202

Nurse Refresher Pt. 2: Clinical

Build upon the skills and knowledge covered in Part I (NRS-419). Topics include managing patient care, documentation, medication administration, emergency procedures, evaluation of patient care and team member responsibilities. A session in our state-of-the-art simulation lab is also included. Criminal Background checks and drug testing, at additional cost, are required at least 30 days prior to the start of this training.

Total Cost: $890 (includes $325 fees)
MD senior adults pay fees only.

Course #: NRS-420-A2MP
Tue., Thu. & Sat., Nov. 7 - Dec. 10, first session 8:00 AM - 4:30 PM, all other Tue. & Thu., 4:30 - 11:45 PM, and Sat. 6:45 AM - 3:30 PM (11 sessions; no class 11/10, 11/12, 11/26 & 11/28)
Washington Road Campus, Rm. N209

Principles and Practices of IV Therapy

Don’t be frustrated; be prepared when your patient needs an IV. Enhance your skills as a practicing nurse, IV tech, or EMT by taking this course from our expert on peripheral intravenous therapy and the care of the client requiring this therapy. Topics include: vein and device selection, venipuncture techniques, and basic care measures needed to provide quality care to the patient.

Total Cost: $148 (includes $60 fees)
MD senior adults pay fees only.

Course #: NRS-334-A2P
Sat., Sep. 26, 8:00 AM - 4:30 PM
Washington Road Campus, Rm. N209

Advanced Principles and Practices of IV Therapy

Build upon the principles of IV Therapy covered in NRS-344. Designed for the RN to enhance practice with patients requiring advanced IV therapies. Topics include: practical application and troubleshooting skills for central lines; IV therapies in the elderly and pediatric populations; TPN and blood administration. Prerequisite: NRS-344 Principles of IV Therapy

Total Cost: $148 (includes $60 fees)
MD senior adults pay fees only.

Course #: NRS-335-A2P
Fri., Oct. 2, 8:00 AM - 4:30 PM
Washington Road Campus, Rm. N209

Training Program for the Registered Nurse Case Manager/Delegating Nurse in Assisted Living

Trains the RN who delegates nursing functions in the assisted living setting including medication administration and/or teaches medication administration to the practicing nurse, IV tech, or EMT by taking this course from our expert on peripheral intravenous therapy and the care of the client requiring this therapy. Topics include: vein and device selection, venipuncture techniques, and basic care measures needed to provide quality care to the patient.

Total Cost: $148 (includes $60 fees)
MD senior adults pay fees only.

Course #: NRS-331-A2P
Mon. & Tue., Nov. 16 & 17, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, Rm. N205

Legal Nurse Consultant Training Course

See Occupational Training/Legal section for course details.
Spanish for Healthcare
Hear and respond to native speakers online. A self-paced course for nurses, doctors, healthcare professionals and anyone working with Spanish-speaking patients. Learn basic greetings, general vocabulary, job titles, admissions and insurance terms, physical exam, body parts and organs, discharge instructions, common injuries and accidents. The course is 16 hours of instruction, but the content is available online for six months after enrollment.
Total Cost: $165 (includes $165 fees)
MD senior adults pay fees only.
Course #: XXZ-091-A2
Online
For information go to http://carrollcc.theknowledgebase.org.

Aromatherapist Career Prep
Nutrition Consultant Career Prep
See Health Care/Other Health Care Occupations section for course details.

Online Courses
Gerontology
Complementary and Alternative Medicine
Introduction to Natural Health & Healing
Pain Assessment & Management
Spirituality, Health and Healing
For more info go to www.ed2go.com/carrollcc and click on Continuing Education for Health Care and Medical Professionals.

Long-Term Care Training
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 team work. Other topics include resumes, application letters and how to prepare for interviews.
Total Cost: $203 (includes $43 fees)
MD senior adults pay fees only.
Course #: AHE-257-A2
Mon., Wed. & Sat., Sep. 14 - 26, Mon. & Wed., 5:00 - 7:45 PM, and Sat., 9:00 AM - 1:30 PM (6 sessions)
Washington Road Campus, Rm. N202
Course #: AHE-257-B2
Mon., Tue., Thu., & Fri., Oct. 5 - 15, 8:30 - 11:15 AM (7 sessions)
Washington Road Campus, Rm. N205

Certified Nursing Assistant Training Part I
Be employed as a CNA in a few weeks! 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) 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 Healthcare Provider CPR. Students must take the college’s reading placement test no later than one week before the first session.
Total Cost: $885 (includes $100 fees); plus text
MD senior adults pay fees only.
Course #: AHE-042-B1BMP
Mon., Tue., Thu. & Fri., Aug. 17 - Sep. 8, 8:30 AM - 4:00 PM (13 sessions; no class 9/7)
Washington Road Campus, Rm. N202
Course #: AHE-042-A2BMP
Mon., Wed. & Sat., Sep. 28 - Nov. 16, Mon. & Wed., 5:00 - 9:15 PM, and Sat., 8:00 AM - 4:30 PM (18 sessions; no class 10/3, 10/17, 10/31 & 11/7)
Washington Road Campus, Rm. N202
Course #: AHE-042-B2BMP
Mon., Tue., Thu. & Fri., Oct. 19 - Nov. 9, 8:30 AM - 4:00 PM (13 sessions)
Washington Road Campus, Rm. N209

Healthcare Training Information Session
Be job-ready in as little as two months!
Thursday, Sept. 3, 6:30 – 8:00 p.m.
Washington Road Campus, K115
Learn about these high-demand, non-credit health care training programs:
- Assisted Living Manager
- CNA
- Dental Assistant
- EKG Technician
- Medical Assistant
- Medicine Aide
- Medical Biller
- Medical Coder
- Medical Transcription Editor
- Pharmacy Technician
- Phlebotomy Technician

Find out about:
- Program requirements
- Scheduling
- Resources available to help pay for training
Course #: XXZ-412
No Cost – but you must register to reserve your seat.

Need help with your career choice?
FREE monthly sessions
Mondays:
Aug. 17 | Sept. 21
Oct. 19 | Nov. 16
5:30 – 6:30 p.m. | Rm. A125
Reserve your seat at www.carrollcc.edu/instanntenrollment
Search course # XXB-138 or call 410-386-8100

Health Care and Human Services
Career & Professional Training
Medical Transcription Editor
Train & Work from Home!

Learn to
• Transcribe medical dictation into accurate electronic medical records
• Edit written transcription created by voice-recognition software

Course includes
640 hours of training in:
• Technology and the Medical Professional
• Healthcare Documentation
• Medical Word Building
• Editing Theory
• Anatomy, Pathophysiology and Disease Processes
• Editing Techniques
• Pharmacology
• Final Exam Prep

New classes begin the 1st of each month!
See Healthcare/Healthcare Occupations section for course descriptions.

For more information go to www.careerstep.com/carrollcc

Certified Nursing Assistant Training, Part II ⚫
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 Healthcare Provider CPR are required. Cost includes 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 responsible for additional costs such as application fee to MBON, required fingerprinting 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.

Total Cost: $625 (includes $115 fees)
MD senior adults pay fees only.

Course #: AHE-580-B1P
Mon., Wed. & Sat., Aug. 19 - Sep. 12, Mon. & Wed., 5:00 - 9:15 PM, and Sat. 7:00 AM - 3:30 PM (9 sessions; no class 9/5 & 9/7)
Local Clinical Facilities

Course #: AHE-580-A2P
Mon. - Fri., Sep. 9 - 16, 7:00 AM - 3:30 PM (6 sessions)
Local Clinical Facilities

Course #: AHE-580-B2P
Mon. - Fri., Nov. 10 - 17, 7:00 AM - 3:30 PM (6 sessions)
Local Clinical Facilities

Course #: AHE-580-C2P
Mon., Wed. & Sat., Nov. 18 - Dec. 12, Mon. & Wed., 5:00 - 9:15 PM, and Sat., 7:00 AM - 3:30 PM (9 sessions; no class 11/25 & 11/28)
Local Clinical Facilities

Affordable Payment Plan
Get the skills you need to be a CNA now! Use the FACTS affordable payment plan with a payment of $402.90 at the time of registration, then 6 monthly payments of approximately $188.75.

NEW! CNA to GNA Part I
CNA’s take the GNA exam! This course is for current Maryland CNAs who want to become a GNA in Maryland. Topics include physical and psychosocial care skills and the role of the nursing assistant. Student must have a valid, current CNA license and be in good standing with the Maryland Board of Nursing. Student must also take AHE-580 CNA Training Part II (Clinical) to complete this training and be eligible to take the NNAAP GNA exam. Immunizations and CPR are required for clinical. Prerequisite: American Heart Association Healthcare Provider CPR

Total Cost: $550 (includes $85 fees); plus text
MD senior adults pay fees only.

Course #: AHE-283-A2B
Mon., Tue., Thu. & Fri., Oct. 19 - Nov. 9, 8:30 AM - 4:00 PM, hours will vary (11 sessions; no class 11/2 & 11/3)
Washington Road Campus, Rm. N209

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.

Total Cost: $75 (includes $40 fees)
MD senior adults pay fees only.

Course #: AHE-455-A2
Wed., Oct. 7, 9:00 AM - 3:30 PM
Washington Road Campus, Rm. N209

Course #: AHE-455-B2
Wed., Oct. 14, 9:00 AM - 3:30 PM
Washington Road Campus, Rm. N209

Course #: AHE-455-C2
Wed., Dec. 9, 9:00 AM - 3:30 PM
Washington Road Campus, Rm. N209

Course #: AHE-455-A3
Thu., Jan. 7, 9:00 AM - 3:30 PM
Washington Road Campus, Rm. N209

Medicine Aide Update
See Health Care and Human Services/Mount Airy College Center for Health Care Education section for course details.

Basic First Aid
Recommended before seeking employment in Assisted Living facilities.

For more information go to www.careerstep.com/carrollcc
Assisted Living Training

Assisted Living Required Training
Let our experts provide initial and annual training for the staff of your assisted living facility. Covers fire and life safety, infection control, including standard precautions, basic food safety and emergency disaster plans—all in just one day. Documentation of training including content and training signature will be provided for each subject area. Instructor: Jim Rowe. 
Course #: AHE-581
Dates and times customized for your group. Call Millie Bahnsen 410-386-8025 to schedule.

Jim Rowe, RN, has 12 years’ experience as the Assisted Living Manager may also be taken by other facility supervisors and DON of a large nursing home.

Assisted Living Manager
See Health Care and Human Services/Mount Airy College Center section for course details.

Get 20 hours of Continuing Education
Assisted Living Manager may also be taken in modules approved by OHCQ to meet the requirement toward the 20 hours of continuing education training for assisted living managers. Modules review updated regulations and issues on relevant assisted living topics such as: Aging, Level of Care, Nutrition and Food Safety, Dementia, Mental Health, Emergency Planning and Quality Assurance. Call 410-386-8100 for scheduling information.
Total Cost: $100 (Includes $40 fees) per 10-hour module

Alzheimer’s and Related Dementia Training
See Health Care and Human Services/Mount Airy College Center section for course details.

Basic First Aid
Learn how to respond to a first aid emergency. Topics include bleeding control, injuries, wound care, burns, poisoning, choking and sudden illness. Meets OSHA standards. Upon successful completion, you will receive a 3-year First Aid card from the National Safety Council.
Total Cost: $55 (Includes $44 fees) MD senior adults pay fees only.
Course #: AHE-335-A2
Sat., Nov. 7, 9:00 AM - 3:00 PM Washington Road Campus, Rm. N105

New! Caregiving Guide: Families with Dementia and Alzheimers
See Health Care and Human Services/Mount Airy College Center section for course details.

Training Program for the Registered Nurse Case Manager/Delegating Nurse in Assisted Living
See Health Care/Nursing section for course details.

Other Health Care Occupations

Alternative Health Education

Aromatherapist Career Prep
Aromatherapy is the fragrant art of using aromatic oils for therapeutic purposes. Essential oils can be used safely at home for many ailments. This course takes you through from the extraction to the application of the oils for therapeutic purposes, and covers aromatherapy massage techniques. This course enables you to successfully practice as an aromatherapist.
Total Cost: $1,025 (includes $1,025 fees) MD senior adults pay fees only.
Course #: AHE-002-A2
Online
For information go to http://carrollcc.theknowledgebase.org.

Dental

Spanish for Dental Professionals
No prior knowledge of Spanish required! This course is designed for dental professionals to better care for Spanish-speaking patients. Topics include greetings, communication strategies, diagnostic questions, dental cleaning and x-rays, the dental exam, sedation and topical anesthesia, procedures and treatment, follow-up instructions, and more. Each participant receives a quick-reference, laminated, language card with an accompanying audio CD.
Total Cost: $126 (includes $57 fees) MD senior adults pay fees only.
Course #: AHE-274-A2
Fri., Sep. 18, 9:00 AM - 4:30 PM Washington Road Campus, Rm. K115

Introduction to Dental Assisting
See Health Care and Human Services/Mount Airy College Center/Dental section for course details.

EKG Technician

EKG Technician Training
Launch your career as a Cardiographic Technician. Prepare to sit for the Certified Cardiographic Technician Examination, offered by Cardiovascular Credentialing International. Learn the basics of EKGs, stress tests, Holter monitors, cardiac anatomy and physiology, patient preparation, and patient confidentiality. Learn to identify arrhythmias and irregularities of the heart. Cardiovascular modalities, pharmacology and pacemakers are also covered. Prerequisites: Professional Preparation in Healthcare AHE-196, Medical Terminology for Health Careers AHE-149 (online course also accepted), and Anatomy and Physiology for Health Careers AHE-150.
Total Cost: $745 (includes $55 fees); plus text MD senior adults pay fees only.
Course #: AHE-281-A2BP
Tue. & Thu., Nov. 10 - Feb. 9, 6:00 - 9:15 PM (22 sessions; no class 11/26, 12/22, 12/24, 12/29 & 12/31) Washington Road Campus, Rm. N209

Health Information Technology

Medical Transcription Editor
Join the growing field of medical transcription editing. Approved by the Association for Healthcare Documentation Integrity (AHDI), this online course prepares you to accurately transcribe medical dictation and edit transcription created by voice-recognition software. Train in medical word building, anatomy and pathophysiology, healthcare documentation, pharmacology, editing, theory and technique. Enrollment includes transcription foot pedal, companion text books, AHDI membership, and a voucher to take the Registered Healthcare Documentation Specialist (RHDS) exam. Internet access and high school diploma or GED required. Offered in partnership with Career Step. Courses begin on the first of each month.
Total Cost: $2,695 (includes $2,695 fees) MD senior adults pay fees only.
Course #: XX-210
Online

ICD-10-CM Proficiency Assessment Prep
See Health Care and Human Services/Mount Airy College Center/Health Information Technology section for course details.
Medical Assistant

Begin training now! An application must be completed for this training. See ad in Health Care/Health Care Occupations section for details.

Medical Assistant Clinical I ✦
Clinical externship combining front and back medical office skills. Medical Assistant students who have successfully completed Modules 1 and 2 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: Completion of Modules 1 and 2 of the Medical Assistant Training.
Total Cost: $680 (includes $80 fees)
Course #: AHE-240-A2P
Mon. - Fri., Nov. 9 - 20, 9:00 AM - 4:00 PM (10 sessions)
Local Clinical Facilities

Medical Assistant Clinical II ✦
Medical Assistant students will continue and complete their clinical externship combining front and back medical office skills. Prerequisite: AHE-240 Medical Assistant Clinical I
Total Cost: $660 (includes $60 fees)
MD senior adults pay fees only.
Course #: AHE-241-A2P
Mon. - Fri., Nov. 23 - Dec. 9, 9:00 AM - 4:00 PM (10 sessions; no class 11/25, 11/26 & 11/27)
Local Clinical Facilities

Basic Math for Health Care Workers ✦
You need math to work in healthcare! Learn the math required for allied health courses and in the healthcare field. Basic math functions will be reviewed and used to solve healthcare problems involving: fractions, decimals, measurements, and setting up basic algebraic equations.
Total Cost: $144 (includes $40 fees)
MD senior adults pay fees only.
Course #: AHE-146-A2P
Thu., Oct. 1 - 29, 6:00 - 8:15 PM (5 sessions)
Washington Road Campus, Rm. N205

Basic Patient Intake ✦
Gain the knowledge and skills to perform patient intake and education in a clinical setting. Clinical skills include vital signs, patient histories, height, weight and universal precautions. Other skills include customer service, communication, patient interview, documentation and principles of adult learning. Textbook required. Prerequisite: must be accepted into a healthcare program requiring this course. Completion of Module 1 of the Medical Assistant Training and Phlebotomy for Health Careers.
Total Cost: $571 (includes $100 fees); plus text
MD senior adults pay fees only.
Course #: AHE-146-A1BP
Thu. & Sat., Aug. 13 - Sep. 19, Thu., 6:00 - 9:45 PM and Sat., 8:00 AM - 4:00 PM (10 sessions; no class 8/15 & 9/5)
Washington Road Campus, Rm. N209

HIPAA Training ✦
You think you know about HIPAA, but with this course you really will! Get an overview of the Health Insurance Portability and Accountability Act of 1996, Title II Administrative Simplification (HIPAA-AS). Topics include: background of HIPAA, overview of HIPAA-AS rules, privacy, transaction standards, code sets, and current and proposed privacy and security regulations and implementation solutions.
Total Cost: $69 (includes $25 fees)
MD senior adults pay fees only.
Course #: AHE-147-A2
Sat., Nov. 14, 9:00 AM - 1:30 PM
Washington Road Campus, Rm. N205

Introduction to Health ✦
What is health? Review the basic concepts of health, wellness and disease. Learn about stress and its effects; drug use, misuse and addiction; and nutrition and fitness. Students will also learn about the leading causes of death in the U.S. and dealing with death, loss and grief. Prerequisite: submit an application for Medical Assistant Training.
Total Cost: $416 (includes $40 fees); plus text
MD senior adults pay fees only.
Course #: AHE-144-A1BP
Mon. & Wed., Aug. 31 - Oct. 5, 5:30 - 9:45 PM (9 sessions; no class 9/7 & 9/28)
Washington Road Campus, Rm. N105

Introduction to Health Care Systems ✦
Learn about the current health care system from the perspective of the health care provider and the patient. Topics include: managed care versus quality of care, types of health insurance available in the U.S., types of health care providers and their roles, regulations that influence health care delivery and ethical standards established by health care associations. Prerequisite: AHE-144 Introduction to Health
Total Cost: $197 (includes $40 fees); plus text
MD senior adults pay fees only.
Course #: AHE-145-A2BP
Mon. & Wed., Oct. 12 - 26, 6:00 - 9:15 PM (5 sessions)
Washington Road Campus, Rm. N105

Introduction to Lab Techniques for Medical Assistants ✦
Get the entry level job training you need to pursue a career as a medical assistant. Topics include medical ethics, communication skills, phlebotomy, pharmacology and a variety of medical office clinical skills. Prerequisites: Must be accepted into the Health Care Program requiring this course and completed AHE-160 Basic Patient Intake.
Total Cost: $710 (includes $95 fees)
MD senior adults pay fees only.
Course #: AHE-211-A2BP
Tue., Thu. & Sat., Sep. 22 - Nov. 3, Tue. & Thu., 5:30 - 9:45 PM, and Sat., 8:00 AM - 4:00 PM (15 sessions; no class 9/26, 10/10, 10/24 & 10/31)
Washington Road Campus, Rm. N209
Upon successful completion:
- Earn a Continuing Education Certificate.
- Become eligible for national certification as a Clinical Medical Assistant through the National Healthcareer Association (NHA).

Start Your Training Now!
A certified Clinical Medical Assistant is an unlicensed multi-skilled health care practitioner who is competent in a wide variety of clinical and laboratory procedures and many administrative roles. Medical Assistants perform routine administrative and clinical tasks to keep physician, podiatry, chiropractic and other health practitioner offices running smoothly.

- Medical Assisting is projected to be one of the fastest growing occupations.
- Job prospects are best for medical assistants with formal training and certification.

Training is offered in 3 modules:

Module 1
Consists of 8 health care foundations courses (approx. 127 hours)

Module 2
Consists of 8 health care skills and lab courses (approx. 294 hours)

Module 3
Clinical experience (120 hours)

See Health Care/Allied Health Occupations section for course details. All courses may not be offered in each schedule.

Applications are required. Training groups are forming now. Call 410-386-8100 for information.
Mental Health First Aid
Offered at no cost and open to everyone!

Someone you know could be experiencing a mental illness or crisis. You can help them. You are more likely to encounter someone—friend, family member, coworker, neighbor, or member of the community—in an emotional or mental crisis than someone having a heart attack.

Mental Health First Aid teaches a 5-step action plan to offer initial help to people with the signs and symptoms of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care.

Anyone can take the 8-hour Mental Health First Aid course—first responders, students, teachers, leaders of faith communities, human resources professionals and caring citizens.

Sometimes, the best first aid is you. Take the course, save a life, strengthen your community.

- Tuesday and Wednesday, Sept. 29 and 30 8:30 a.m. – 1 p.m.
- Tuesday and Wednesday, Oct. 13 and 14 5 – 9:30 p.m.
- Monday and Tuesday, Nov. 9 and 10 Noon – 4:30 p.m.
- Monday and Tuesday, Dec. 14 and 15 8:30 a.m. – 1 p.m.

All classes are at the Washington Road Campus
Offered in partnership with the Carroll County Health Department.

For more information and to register:
Contact Theresa Moyer at theresa.moyer@maryland.gov or 410-876-4800

Pharmacology 🌼
This course introduces the more commonly prescribed medications, their classifications, uses, and schedules, preparation, dispensation, and common adverse reactions. Legal and ethical boundaries involving drugs will be addressed as well as how and why medications work, proper drug handling and storage procedures. Prerequisites: acceptance into a Medical Assistant Program, Introduction to Health (AHE-144) and Introduction to Health-care Systems (AHE-145).

Total Cost: $322 (includes $40 fees); plus text MD senior adults pay fees only.
Course #: AHE-275-A2BP
Mon. & Wed., Nov. 2 - Dec. 2, 6:00 – 9:15 PM (9 sessions; no class 11/25)
Washington Road Campus, Rm. N105

CPR Health Care Provider/BLS
See Health Care/CPR and First Aid section for course details.

Anatomy and Physiology for Health Careers 🌼

Professional Preparation in Health Care 🌼
See Health Care/General Health Care Education section for course details.

Legal
Legal Nurse Consultant Training Course
See Occupational Training/Legal section for course details.

Need help with your career choice?
FREE monthly sessions
Mondays:
Aug. 17 | Sept. 21
Oct. 19 | Nov. 16
5:30 – 6:30 p.m. | Rm. A125

Reserve your seat at www.carrollcc.edu/instantenrollment
Search course # XXB-138 or call 410-386-8100

Massage

NEW! Healing Stone Massage: Passing on the Sacred Ritual

This advanced massage course is for Licensed Massage Therapists and Registered Massage Practitioners and focuses on the use of hot stones as a tool to provide effective massage. Learn how to “feel through” the stones and use them to address each client’s presenting issue. Receive an in-depth study of the related anatomy, learn key terms and concepts, and learn how to use palpation as an assessment technique. Approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) for 6 CEUs. Wear comfortable clothing and bring a massage table and linens to class. Instructor: Lucile McConnell, LMT, is an NCBTMB approved provider.

Total Cost: $59 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-285-A2
Sat., Oct. 3, 9:30 AM – 4:30 PM
Washington Road Campus, Rm. N205

Mental Health

Mental Health Care Career Prep

Mental Health Technicians are in high demand. This industry certification course prepares individuals to enter this growing field. Get a comprehensive overview of mental health care and the special needs of mental health patients. The full spectrum of mental health disorders will be discussed, along with information about the therapeutic interventions for each disorder. Learn how external factors such as substance abuse, poverty and culture impact a patient’s willingness to seek and participate in treatment.

Total Cost: $1,595 (includes $1,595 fees)
MD senior adults pay fees only.
Course #: XXP-009-A2
Online
For information go to http://carrollcc.theknowledgebase.org.

Alzheimer’s and Related Dementia Training
Caregiving Guide: Families with Dementia and Alzheimers

See Health Care/Mount Airy College Center section for course details.

Introduction to Cognitive Behavior Theory
Introduction to Dialectical Behavior Theory

See Health Care/Other Health Care Occupations/ Social Work section for course details.
Nutrition

Nutrition Consultant Career Prep
Explore the importance and principles of nutrition, the responsibilities of the nutrition consultant, and the career opportunities available. Topics include: the fundamentals of healthful nutrition, the building blocks, and supplements and drugs with nutritional benefits. This interactive certification course utilizes hands-on assignments and collaborative assignments, like wikis and discussion groups that allow students to share what they have learned with others in the course.

Total Cost: $1,565 (includes $1,565 fees)
MD senior adults pay fees only.
Course #: XXP-010-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Optician

Optician Certification Training
Gain the skills and knowledge needed to obtain an entry-level job as an optician, while you prepare yourself to achieve American Board of Opticianry (ABO) certification. Master the mathematical formulas that opticians need to know, discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases.

Total Cost: $1,895 (includes $1,895 fees)
MD senior adults pay fees only.
Course #: AHE-712-A2B
Mon., Wed. & Thu., Sep. 21 - Dec. 9, 9:00 AM - 12:15 PM
(33 sessions; no class 11/25 & 11/26)
Washington Road Campus, Rm. M161

Phlebotomy

Phlebotomy Technician Training I: Theory
In this initial 48-hour course, you’ll learn about anatomy and physiology of the circulatory system, specimen collection, 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: At time of registration, student must have a current American Heart Association Healthcare Provider CPR card or must register for and successfully complete an AHA Healthcare Provider CPR course prior to the start of the clinical portion of this training. Student must also have successfully completed Professional Preparation in Healthcare (AHE-196). Criminal background check, drug testing and immunization information are required for the clinical portion at an additional cost. Information distributed at first class. Students 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.

Total Cost: $825 (includes $140 fees); plus text
MD senior adults pay fees only.
Course #: AHE-200-A2BP
Mon. & Wed., Sep. 21 - Oct. 28, 4:30 - 8:45 PM; Oct. 19, 3:00 - 7:15 PM for Hospital Tour (12 sessions)
Washington Road Campus, Rm. M161

Pharmacy

Pharmacy Technician Training
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 a national pharmacy technician certification exam. Topics include pharmaceutical calculations, pharmacy law, medical terminology, aseptic technique, dosage unit conversions and a review of the top 200 drugs. Training includes a virtual component and practical experience provided in a mock pharmacy. A foundation in math and computer concepts is recommended. High school diploma or GED® required for employment and certification exam. It is highly recommended that students complete Professional Preparation in Healthcare (AHE-196) in advance. Veterans: Pharmacy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

Total Cost: $1,199 (includes $165 fees); plus text
MD senior adults pay fees only.
Course #: AHE-712-A2B
Mon., Wed. & Thu., Sep. 21 - Dec. 9, 9:00 AM - 12:15 PM
(33 sessions; no class 11/25 & 11/26)
Washington Road Campus, Rm. M161

Affordable Payment Plan
Get the skills you need to be a Pharmacy Technician now! Use the FACTS affordable payment plan with a payment of $324.75 at the time of registration, then 6 monthly payments of approximately $149.88.

Pharmacy Technician Training II: Practice
You’ll also work with an advisor to plan for future career and educational opportunities.
Phlebotomy Technician Training II: Clinical ★
Continue your phlebotomy training with hands-on experience in various local labs, in cooperation with Carroll Hospital Center. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training I: Clinical.
Total Cost: $609 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-077-A1P
Mon. - Fri., Aug. 17 - 26, 8:00 AM - 5:00 PM (8 sessions)
Carroll Hospital Center

Phlebotomy Technician Training III: Clinical ★
Refine your phlebotomy techniques in various local labs, in cooperation with Carroll Hospital Center. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.
Total Cost: $609 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-078-A1P
Mon. - Fri., Aug. 26 - Sep. 4, 8:00 AM - 5:00 PM (8 sessions)
Carroll Hospital Center

Affordable Payment Plan
Get the skills you need to be a Phlebotomy Technician now! Use the FACTS affordable payment plan with a payment of $535.75 at the time of registration, then 6 monthly payments of approximately $255.38.

Physical/Occupational Therapy

NEW! Spinal Stabilization: A Pilates Based Approach
Medical professionals, increase your knowledge of core stabilization principles using Pilates as a tool to guide your patient’s recovery and outcome. The key principles of Pilates will be taught and applied to a therapeutic exercise program. A large portion of this course will be lab to develop a strong understanding of how to retrain the core stabilizing muscles and maintain a neutral pelvis and spine. Integrate your new knowledge with discussion on case studies for immediate application of this technique in the clinical setting. Approved by the Maryland Board of Physical Therapy Examiners for 0.7 CEUs.
Total Cost: $60 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-278-A2
Sat., Nov. 7, 8:00 AM - 4:00 PM
Washington Road Campus, Rm. N213

Social Work
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.

NEW! Introduction to Cognitive Behavior Theory
Cognitive Behavioral Therapy (CBT) has been shown to be effective in reducing symptoms and relapse rates, with or without medication, in a variety of psychiatric disorders, including treatment for depression and anxiety in children, adolescents and adults. Learn to identify and target unrealistic negative thinking which impacts feelings and behaviors and how to replace those unrealistic and harmful negative thoughts with realistic thoughts. Appropriate for clinicians working in the mental health field, including social workers, mental health counselors and addiction counselors. 3 clock hours. Instructor: Heidi M. Woods, LCPC
Total Cost: $39 (includes $29 fees)
MD senior adults pay fees only.
Course #: VOC-618-A2
Tue., Oct. 6, 6:00 - 9:15 PM
Washington Road Campus, Rm. K128

NEW! Introduction to Dialectical Behavior Theory
Dialectical Behavior Therapy (DBT), a form of Cognitive Behavioral Therapy (CBT), was developed to treat borderline personality disorder and is now used to treat a wide range of disorders and concerns, including self-injurious and suicidal behaviors, substance abuse, eating disorders and post-traumatic stress disorders. DBT focuses on psychosocial aspects of a person’s functioning, helping them understand maladaptive patterns of interacting to improve relationships. This general overview of DBT includes a brief history, theoretical considerations, applications and treatment format. Appropriate for clinicians working in the mental health field, including social workers, mental health counselors and addiction counselors. 3 clock hours. Instructor: Anne Arena, MA, CAS
Total Cost: $39 (includes $29 fees)
MD senior adults pay fees only.
Course #: VOC-619-A2
Tue., Nov. 3, 6:00 - 9:15 PM
Washington Road Campus, Rm. K127

General Health Care Education
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.

Anatomy and Physiology for Health Careers
In the healthcare field, a working knowledge of the anatomy and physiology of the human body is essential. Learn the fundamental structure and physiology of the body, and the diseases and disorders that may result in impairment, deterioration or malfunction. This class is part of the Medical Assistant program and is also a prerequisite for EKG Technician Training.
Total Cost: $309 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: AHE-150-A1B
Thu., Aug. 27 - Oct. 29, 6:00 - 9:15 PM (10 sessions)
Washington Road Campus, Rm. N105

Course #: AHE-150-A2B
Thu., Nov. 5 - Jan. 28, 6:00 - 9:15 PM (10 sessions; no class 11/26, 12/24 & 12/31)
Washington Road Campus, Rm. N205

Medical Terminology for Health Careers
An understanding of medical terminology is fundamental for anyone working in the health care field, whether direct patient care or medical office. This course provides an in depth study of medical terms. Emphasis is placed on learning the language of medicine in relation to the body systems rather than rote memorization of terms. This course is part of the Medical Assistant program and is also a prerequisite for EKG Technician Training and Medical Coding for the Physician’s Office - AAPC.
Total Cost: $345 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: AHE-149-A1B
Tue., Aug. 25 - Nov. 3, 6:00 - 9:15 PM (10 sessions; no class 9/29)
Washington Road Campus, Rm. N105

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.
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.

Total Cost: $85 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-196-A2
Thu. & Sat., Sep. 17 & 19, Thu., 6:00 - 8:45 PM, and Sat., 8:30 AM - 2:00 PM (2 sessions)
Washington Road Campus, Rm. A125
Course #: AHE-196-B2
Sat., Oct. 10 - 24, 8:30 - 11:15 AM (3 sessions)
Washington Road Campus, Rm. A205
Course #: AHE-196-C2
Mon. - Wed., Dec. 14 - 16, 6:00 - 8:45 PM (3 sessions)
Washington Road Campus, Rm. N105

CPR and First Aid

American Heart Association

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.

Heart saver AED: Adult, Infant & Child

Save a life. This program is for individuals who work in large gathering locations such as office buildings, schools, fitness facilities, and condominiums. Know the essential elements of responding to a cardiac or respiratory emergency. Learn the new CABs of CPR and how to operate an AED (Automated External Defibrillator). Practice using an AED simulator until you feel comfortable. Upon successful completion, an AHA CPR card will be issued, valid for two years. Books available prior to class upon request by calling Diana Dannettel at 410-386-8122.

Total Cost: $63 (includes $51 fees); includes text MD senior adults pay fees only.
Course #: AHE-620-A2
Wed. & Thu., Oct. 14 & 15, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. N106

CPR Healthcare Provider/BLS

Complete your Healthcare Provider CPR training requirement. You will become proficient in techniques for one- and two-rescuer adult, child, and infant resuscitation; use of an AED, management of airway obstruction in adults, children, and infants; and effective use of barrier devices. You must demonstrate competency through both a written test and skills evaluation. Upon successful completion, an AHA CPR card will be issued, valid for two years. Books available prior to class upon request by calling Diana Dannettel at 410-386-8122.

Total Cost: $85 (includes $53 fees); includes text MD senior adults pay fees only.
Course #: AHE-046-D1
Sat., Aug. 22, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-046-D2
Wed. & Thu., Sep. 9 & 10, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-046-B2
Sat., Sep. 26, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-046-C2
Wed. & Thu., Oct. 7 & 8, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-046-E2
Sat., Oct. 24, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-046-F2
Wed. & Thu., Nov. 4 & 5, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-046-G2
Sat., Nov. 14, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

CPR Recertification: Basic Life Support for Healthcare Providers

Renew your Healthcare Provider CPR credential. Refresh your skills in techniques for one- and two-rescuer adult, child, and infant resuscitation; use of an AED, management of airway obstruction in adults, children, and infants, and effective use of barrier devices. You must demonstrate competency through both a written test and skills evaluation. Prerequisite: Current Healthcare Provider CPR card. Upon successful completion, an AHA CPR card will be issued, valid for two years. Books available prior to class upon request by calling Diana Dannettel at 410-386-8122.

Total Cost: $75 (includes $53 fees); includes text MD senior adults pay fees only.
Course #: AHE-384-A2P
Sat., Sep. 19, 8:30 AM - 1:15 PM
Washington Road Campus, Rm. N106
Course #: AHE-384-B2P
Sat., Oct. 7, 8:30 AM - 1:15 PM
Washington Road Campus, Rm. N106
Course #: AHE-384-C2P
Sat., Nov. 14, 8:30 AM - 1:15 PM
Washington Road Campus, Rm. N106
Course #: AHE-384-D2P
Wed., Dec. 9, 5:15 - 10:00 PM
Washington Road Campus, Rm. N105

Need help with your career?

FREE monthly sessions

Mondays:
Aug. 17 | Sept. 21
Oct. 19 | Nov. 16
5:30 – 6:30 p.m. | Rm. A125

Reserve your seat at www.carrollcc.edu/instantenrollment
Search course # XXB-138 or call 410-386-8100
Professional

ACLS Provider
You are an Advanced Life Support team player. Be even more valuable to the team with confidence in your ability to manage a cardiac or respiratory arrest emergency and lead a resuscitation event. You’ll become proficient in arrhythmia management including pharmacology, electrical therapy, BCLS, and airway management. Registration closes two weeks prior to start date. Due to mailing of materials, no refunds provided two weeks prior to start date. Prerequisite: Current Health Care Provider CPR card. Upon Successful completion, an AHA ACLS card will be issued, valid for two years. Total Cost: $227 (includes $85 fees); includes text MD senior adults pay fees only.
Course #: AHE-082-B1P
Wed. & Thu., Aug. 26 & 27, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-082-A2P
Wed. & Thu., Sep. 23 & 24, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-082-B2P
Wed. & Thu., Oct. 28 & 29, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-082-C2P
Wed. & Thu., Nov. 18 & 19, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-082-D2P
Wed. & Thu., Dec. 16 & 17, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. N106

ACLS Renewal
Are your two years of ACLS certification up? If you have participated in an initial ACLS course, have a current ACLS card, and a current Health Care Provider CPR card, you want this course. Review the most current training available in Advanced Life Support. Re-affirm confidence in your skills in the management of emergency situations during cardiac arrest and your ability to function in a leadership role during a resuscitation event. Refresh your knowledge of arrhythmia management including pharmacology, electrical therapy, BCLS, and airway management. Registration closes two weeks prior to start date. Due to mailing of materials, no refunds provided two weeks prior to start date. Upon successful completion, an AHA ACLS card will be issued, valid for two years. Total Cost: $187 (includes $85 fees); includes text MD senior adults pay fees only.
Course #: AHE-083-A1P
Fri., Aug. 28, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-083-A2P
Fri., Sep. 25, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-083-B2P
Fri., Oct. 30, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-083-C2P
Fri., Nov. 20, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106
Course #: AHE-083-D2P
Fri., Dec. 18, 9:00 AM - 4:00 PM
Washington Road Campus, Rm. N106

Pediatric First Aid CPR AED
Learn the skills needed to respond to anything from minor pediatric injuries to life-threatening emergencies. This course is for childcare workers, teachers, camp counselors, coaches and others responsible for the lives of children and provides instruction on pediatric First Aid, CPR and AED use. First Aid topics include treatment for bleeding, shock, burns, poisoning, cold and heat emergencies, sudden illness and wound care. Upon successful completion, you will receive a two-year CPR/AED card and a three-year First Aid card from the National Safety Council. Meets the regulatory requirements for First Aid and CPR for child care providers. Total Cost: $83 (includes $53 fees); MD senior adults pay fees only.
Course #: AHE-286-A2
Sat., Sep. 19, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. N105
Course #: AHE-286-B2
Sat., Oct. 17, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. N105

Basic First Aid
See Health Care and Human Services/Assisted Living Training section for course details.

OSHA/Safety
See Business/OSHA section for details.

National Safety Council
First Aid, CPR and AED
Learn to respond to a first aid or CPR emergency effectively and efficiently. This course is for safety personnel, supervisors, individuals requiring certification and the general public and provides instruction on First Aid, CPR and AED use. First Aid topics include treatment for bleeding, shock, burns and poisoning; cold and heat emergencies; sudden illness; and bone, joint and muscle injuries. Upon successful completion, you will receive a two-year CPR card and a three-year First Aid card from the National Safety Council. Meets OSHA requirements and follows current CPR and ECC guidelines. Total Cost: $87 (includes $53 fees); includes text MD senior adults pay fees only.
Course #: AHE-037-A2
Wed. & Thu., Sep. 16 & 17, 5:45 - 10:00 PM (2 sessions)
Washington Road Campus, Rm. N106
Course #: AHE-037-B2
Wed. & Thu., Nov. 11 & 12, 5:45 - 10:00 PM (2 sessions)
Washington Road Campus, Rm. N106

Need help with your career choice?
FREE monthly sessions
Mondays:
Aug. 17  Sept. 21
Oct. 19  Nov. 16
5:30 – 6:30 p.m.  Rm. A125
Reserve your seat at www.carrollcc.edu/instanrenrollment
Search course #: XEB-138
or call 410-386-8100

Tuition $200 ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!
The Mount Airy College Center, a partnership between Carroll, Frederick and Howard Community Colleges, provides affordable health care programs in a convenient location. The state-of-the-art center offers credit degree programs, non-credit health care courses, certification preparation, and continuing professional education in a number of high-demand health care occupations. All courses are available to students from Carroll, Frederick and Howard Counties at in-county tuition rates.

For More Information:
Credit admissions: 410-386-8430
Non-credit registration: 410-386-8100
mtairycollegecenter.com
Assisted Living

Assisted Living Manager
Take the OHCC approved 80-hour training or 20-hour update for assisted living managers. 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.

Total Cost: $825 (includes $50 fees)

MD senior adults pay fees only.

Course #: AHE-113-A2
Fri., Sep. 18 – Nov. 20, 8:30 AM – 5:00 PM (10 sessions)
Mount Airy College Center, Rm. 106

New! Caregiving Guide: Families with Dementia and Alzheimers
See Mount Airy College Center/General section for course details.

CNA

Certified Nursing Assistant
As a Certified Nursing Assistant (CNA), you are on the front lines of patient care and provide critical services. This course, approved by the Maryland Board of Nursing, provides the training you need to effectively care for people in a variety of health care settings. You must successfully complete both Theory and Clinical sections to receive your certification. Register for both at the same time. To take the CNA course, you must: be 18 years or older and have a high school diploma or GED®, social security number, complete immunizations (reviewed in class), and pass a criminal background check; pass a basic reading exam before registering. Test must be completed a week prior to the class start date; bring a credit or debit card and social security number to first class. Expect additional course costs (discussed on the first day of class) for criminal background pre-check for clinical placement, immunization and titer tests, Maryland Board of Nursing registry fee, full criminal background check, and required materials (stethoscope, uniform, and watch with second hand). When you complete the CNA course, you will be well-prepared and eligible to take the State Geriatric Examination ($105 exam fee) to become a Geriatric Nursing Assistant (GNA). A free GNA review class is offered to Mount Airy College Center CNA students. You may register after you have been notified that you passed the reading test.

To take the Reading Assessment test: Make an appointment by calling the Carroll Community College Admissions Office at 410-386-8430. When scheduling your appointment, identify yourself as a Continuing Education student and the course for which you are taking the test(s).

Cost of $1,500 includes fees, books and CPR certification.
Total Cost: $1,500 (includes $740 fees); includes text MD senior adults pay fees only.
Must register for both Theory and Clinical at the same time.

Theory
Course #: AHE-232-A2P
Mon., Wed. & Fri., Sep. 14 – Nov. 13, 9:00 AM – 3:00 PM
(20 sessions; no class 10/28, 10/30, 11/2, 11/4, 11/6, 11/9, 11/11)
Mount Airy College Center, Rm. 114

Clinical
Course #: AHE-233-A2P
Mon., Wed. & Fri., Oct. 28 – Nov. 11, first session is 8:00 – 1:15 PM, all others 7:00 AM – 3:00 PM (7 sessions)
Local Clinical Facilities

Medical Aide Training
This Maryland Board of Nursing approved course prepares persons working as Geriatric Nursing Assistants for the safe preparation, administration, and charting of routine medicines. Requires study time outside class and includes tests which the student must pass prior to starting the clinical experience. Preq-

usites: Students must take the college reading and math placement tests, have a minimum of one year full-time current employment as a geriatric nursing assistant, submit a letter of recommendation from their DON, provide a copy of a current, active CNA/GNA certification and negative TB test/Chest Xray within the last year, and proof of Hepatitis B immunity or sign a waiver.

Total Cost: $1,055 (includes $230 fees); includes text MD senior adults pay fees only.

Course #: AHE-588-A2MP
Mon. & Sat., Sep. 14 – Nov. 21, Mon., 5:30 – 9:15 PM, Sat., 7:00 AM – 3:30 PM (15 sessions, no class 9/19, 9/26, 10/3, 10/10, 10/17)
Mount Airy College Center, Rm. 114
And local clinical facilities

Mount Airy College Center for Health Care Education

Health Care and Human Services

The courses on these pages are scheduled at the Mount Airy College Center for Health Care Education.
Medicine Aide Update
Meets the Maryland Board of Nursing renewal requirements for the Certified Medicine Aide. Described 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, 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 2 years; must verify active practice as a CNA/GNA/CMA in a licensed nursing home for at least 8 hours within the last 2 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 must be completed no more than 90 days before the expiration of the CNA/GNA/CMA certification. Total Cost: $128 (includes $40 fees) MD senior adults pay fees only.
Course #: AHE-120-A2
Sat., Nov. 7, 8:00 AM – 1:15 PM
Mount Airy College Center, Rm. 114

CPR

CPR: Health Care Provider Renewal
Designed to upgrade the current Health Care Provider to the latest American Heart Association guidelines. New information is provided on ventilation with an automated external defibrillator and barrier device, bag-valve mask device, and oxygen. You must present current AHA Health Care Provider BLS/CPR card at the beginning of class, which cannot be more than 1 month past the recommended renewal date. Total Cost: $69 (includes $36 fees); includes text
MD senior adults pay fees only.
Course #: AHE-227-C2
Sat., Nov. 7, 8:30 AM – 3:30 PM
Mount Airy College Center, Rm. 114

CPR: Health Care Provider
Using the American Heart Association guidelines, this course is designed to teach the skills of CPR for victims of all ages. Includes ventilation with a barrier device, bag-valve mask device, oxygen, use of an automated external defibrillator (AED), and how to relieve foreign body airway obstruction. Intended for participants who work in a health care setting and are required to take a Health Care Provider course for their employment. Course completion card is issued for all participants in a Basic Life Support for Health Care Provider course who successfully complete the written examination and demonstration. Total Cost: $79 (includes $39 fees); includes text
MD senior adults pay fees only.
Course #: AHE-227-B1
Sat., Aug. 22, 8:30 AM – 3:30 PM
Mount Airy College Center, Rm. 114
Course #: AHE-227-B2
Sat., Oct. 24, 8:30 AM – 3:30 PM
Mount Airy College Center, Rm. 114

CPR: HeartSaver CPR/First Aid/AED
This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and automated external defibrillator (AED) use and is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. This course meets OSHA requirements.
Total Cost: $79 (includes $39 fees); includes text
MD senior adults pay fees only.
Course #: AHE-267-A1
Sat., Oct. 3, 8:30 AM – 3:30 PM
Mount Airy College Center, Rm. 114
Course #: AHE-267-B2
Sat., Nov. 7, 8:30 AM – 3:30 PM
Mount Airy College Center, Rm. 106

CPR: HeartSaver Pediatric First Aid/CPR /AED
The course meets the regulatory requirements for child care workers in all 50 United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. The course covers the Four Steps of Pediatric First Aid and modules in Pediatric First Aid, Child/Infant CPR /AED, Adult CPR AED and Asthma Care Training. The modular classroom-based course is flexible and allows instructors to teach Pediatric First Aid, CPR AED or both.
Total Cost: $79 (includes $39 fees); includes text
MD senior adults pay fees only.
Course #: AHE-284-A2
Sat., Oct. 3, 8:30 AM – 4:30 PM
Mount Airy College Center, Rm. 106
Dental

Introduction to Dental Assisting
You’ll have entry level dental assisting job skills when you successfully complete this course, which is approved by the Maryland State Board of Dental Examiners. Topics include terminology, anatomy, charting and medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. This hands-on course provides practice on equipment in a dental lab and practice using dental software. Prerequisite: Professional Preparation in Healthcare. Course includes an online component: internet access required. Total Cost: $979 (includes $299 fees); includes text MD senior adults pay fees only.
Course #: AHE-453-A2P
Thu., Oct. 1 – Dec. 10, 5:00 – 9:15 PM (10 sessions; no class 11/26)
Mount Airy College Center, Rm. 114
Course #: AHE-453-A3P
Thu., Jan. 14 – Mar. 17, 5:00 – 9:15 PM (10 sessions)
Mount Airy College Center, Rm. 114

Oral Radiography
Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety exam. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum is required. You may complete your clinical at your place of employment or at the Maryland State Dental Association (see details below). A completed Student Health Profile is required by the third class session. Course includes an online component; internet access required.
Register for this section if you will be completing your clinical requirements at the Maryland State Dental Association. Clinical session scheduled individually at a date/time mutually convenient to student and instructor. Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course. Total Cost: $955 (includes $445 fees); includes text MD senior adults pay fees only.
Course #: AHE-067-A2MPC
Tue., Sep. 29 – Dec. 1, 6:00 – 9:15 PM (11 sessions)
Mount Airy College Center, Rm. 114
Course #: AHE-067-A2MPC
Tue., Jan. 5 – Mar. 8, 9:30 AM – 12:45 PM (11 sessions)
Mount Airy College Center, Rm. 114

Register for this section if you are currently employed as a dental assistant and will be completing your clinical requirements at your place of employment. Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. Total Cost: $949 (includes $200 fees); includes text MD senior adults pay fees only.
Course #: AHE-099-A2P
Wed., Sep. 23 – Nov. 18, 5:00 – 9:15 PM (9 sessions)
Mount Airy College Center, Rm. 114

Expanded Functions: General Chairside
Round out your dental assistant training with this Maryland State Board of Dental Examiners-approved course. Learn advanced tasks that require increased skill and responsibility. Prepare for the Maryland General Dental Assisting Expanded Functions Exam (MDG). You must have experience in a dental office and working knowledge of oral anatomy, dental terminology and infection control. Oral Radiography certification is preferred, but not mandatory. Total Cost: $199 (includes $72 fees)
Course #: AHE-067-A2MP
Tue., Sep. 29 – Dec. 1, 6:00 – 9:15 PM (10 sessions)
Mount Airy College Center, Rm. 114
Course #: AHE-067-A3MP
Tue., Jan. 5 – Mar. 8, 9:30 AM – 12:45 PM (10 sessions)
Mount Airy College Center, Rm. 114

Radiation Safety Update
Renew your certification as a Dental Radiation Technologist. Gain an update on safety and technological advances related to the placement and exposure of dental radiographs. Topics to be covered include fundamental principles of radiography, patient safety, and operator safety. Approved by the Maryland State Board of Dental Examiners, 8 CEUs. Total Cost: $199 (includes $72 fees)
MD senior adults pay fees only.
Course #: AHE-270-A2
Tue., Oct. 6 – 20, 6:00 – 9:15 PM (3 sessions)
Mount Airy College Center, Rm. 114

The courses on these pages are scheduled at the Mount Airy College Center for Health Care Education.

Continued from previous page
Health Care and Human Services

General

NEW! Caregiving Guide: Families with Dementia and Alzheimers
Caring for someone experiencing Alzheimer’s disease and other types of dementia is a challenge for family members and loved ones. Be prepared to navigate the demanding road ahead and plan for the care that is best suited to you and your loved one. Learn to recognize the signs and the progression of different types of dementia; how to plan for care in the home, going to the hospital or other facility; and about eldercare law/lawyers and legal considerations as your family’s needs change. Create and take home a customized “Go Bag” with everything needed for going to the doctor, hospital or facility.
Total Cost: $85 (includes $40 fees)
Course #: AHE-280-A2
Sat., Nov. 14, 9:00 AM – 3:00 PM
Mount Airy College Center, Rm. 114

NEW! Managing Multiple Priorities in the Health Care Setting
Learn how to manage more effectively in the constantly changing health care environment. Transform unproductive confusion and disorder into controllable challenges. This seminar equips you with fast, effective tools to help you plan your day and adjust to shifting priorities and demands—less stress and greater clarity. You’ll leave knowing how to apply the appropriate techniques to help alleviate, clarify and eliminate chaos.
Total Cost: $79 (includes $79 fees)
Course #: XXZ-021-A2
Fri., Dec. 4, 9:00 AM – 4:00 PM
Mount Airy College Center, Rm. 114

NEW! 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.
Total Cost: $85 (includes $40 fees)
MD senior adults pay fees only.
Course #: AHE-196-D2
Mon.–Wed., Sep. 14 – 16, 6:00 – 8:45 PM (3 sessions)
Mount Airy College Center, Rm. 106

NEW! Survival Techniques for the Health Care Professional
This course is for health care professionals and addresses the challenges faced in today’s health care setting. Learn new methods of conflict resolution, stress reduction, time management and intercultural communication. Activities will include group discussions, role playing and mindful meditation.
Total Cost: $79 (includes $79 fees)
MD senior adults pay fees only.
Course #: XXZ-022-A2
Fri., Oct. 30, 9:00 AM – 4:00 PM
Mount Airy College Center, Rm. 114

NEW! Yoga for the Health Care Professional
Working in the health care field can be extremely demanding. Learn to relax your body and mind with exercises that improve concentration, flexibility, strength and coordination. Yoga is an ancient and systematic approach to good health and well-being that can help reduce stress, lower blood pressure and improve heart function. Emphasis is placed on proper breathing and body alignment. Gain practical tips for relaxing at work, at home—anywhere, anytime. Geared toward the health care professional, but all are welcome. Wear loose-fitting clothes and bring a yoga mat to class.
Total Cost: $65 (includes $65 fees)
MD senior adults pay fees only.
Course #: XXZ-021-A2
Mon., Sep. 28 – Nov. 2, 5:30 – 6:30 PM (6 sessions)
Mount Airy College Center, Rm. 106

Health Information Technology

ICD-10-CM Proficiency Assessment Prep
Learn the essentials of ICD-10 and be prepared for the ICD-10-CM Proficiency Assessment. This comprehensive ICD-10-CM code set training is led by a certified instructor. Topics include a thorough review of the ICD-10-CM guidelines, the similarities and differences from ICD-9-CM, and nuances found in the new coding system with coding tips. Prerequisite: CPC certification.
Total Cost: $565 (includes $179 fees)
MD senior adults pay fees only.
Course #: AHE-259-A2P
Mon., Wed. & Thu., Nov. 2 – 12, 12:30 – 9:45 PM (5 sessions; no class 11/5)
Mount Airy College Center, Rm. 107
Information Technology: Office and Workplace

INFORMATION TECHNOLOGY: OFFICE AND WORKPLACE

Earn a Continuing Education Certificate

- Business Technology
- Computer Support Specialist
- Website Design

This symbol indicates that a course is a Continuing Education certificate program, or is part of a certificate program. Many courses can be taken individually or be applied to a certificate. For details go to carrollcc.edu/eccertificates.

Continuing Education and Training Programs and Employability

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

Computer Basics

Introduction to Computers

What are computers all about? Explore the basics of operating a personal computer. Learn to navigate within Microsoft Windows, work with documents and files, do basic word processing, and explore the Internet. This practical and simple course gives students (no matter how old or young) the information needed to get started in the world of computing. No prior computer experience needed.

Total Cost: $149 (includes $149 fees); includes text
Course #: XXZ-577-A2
Mon. & Wed., Sep. 14 - 30, 6:30 - 8:30 PM (6 sessions)
Washington Road Campus, Rm. T321

Introduction to Windows

Learn to navigate within your computer and manage your files. Covers various features of Microsoft Windows, including how to save, print and store your files and folders. Also includes accessing CD-ROMs and flash drives; working with programs, restoring your system, and how to enable security settings for Internet browsing. Prerequisites: Introduction to Computers or equivalent experience. This course utilizes Microsoft Windows 8.1.

Total Cost: $149 (includes $80 fees); includes text
MD senior adults pay fees only.
Course #: DAP-209-A2
Mon. & Wed., Oct. 12 - 19, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. T321

Architectural/Engineering

AutoCAD Level 1

Prepare for an entry-level drafting position. In this introduction to computer-aided drafting (CAD), learn to set up new drawings; create and modify geometry; store and retrieve predefined shapes; place, rotate and scale objects; add text and dimensions; use layers and coordinate systems; and plot to scale. Prerequisites: proficient in a Windows environment and comfortable with mouse use.

Total Cost: $312 (includes $105 fees); includes text
MD senior adults pay fees only.
Course #: DAP-431-A2
Mon. & Wed., Sep. 14 - 30, 5:30 - 9:05 PM (6 sessions)
Washington Road Campus, Rm. K204

AutoCAD Certification Prep

Prepare to sit for the AutoCAD Certification exam. A certification in AutoDesk AutoCAD validates knowledge and skills in the latest Autodesk software. This industry-accepted credential can boost careers in the design and visualization industries.

Total Cost: $197 (includes $105 fees); includes text
MD senior adults pay fees only.
Course #: DAP-014-A2
Fri., Sep. 18, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Office Productivity

Microsoft Office Suite

Word Level 1

Learn to use many of the most powerful yet underused features in Microsoft Word to save you time. For beginners and those with experience. Topics include creating, modifying and formatting documents, creating bulleted and numbered lists, setting tabs and working with tables. Prerequisites: Experience with mouse, keyboard and Windows. This course utilizes Microsoft Word 2013.

Total Cost: $149 (includes $80 fees); includes text
MD senior adults pay fees only.
Course #: DAP-014-B2
Fri., Oct. 9, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K204

Word Level 2

Take your Word skills to the next level. Learn to develop and implement text styles, set up mail merges and utilize templates. Additional topics include setting up columns and sections, managing long documents, adding graphics and clip art, and working with common document types, such as newsletters, brochures and manuals. Prerequisites: Word Level 1 or equivalent experience. This course utilizes Microsoft Word 2013.

Total Cost: $149 (includes $80 fees); includes text
MD senior adults pay fees only.
Course #: DAP-015-A2
Fri., Oct. 9, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Financial Applications

QuickBooks Pro Level 1

Learn how to use this user-friendly accounting software program to invoice customers, receive payments, create statements, prepare estimates, and enter and pay bills. Additional topics include: making bank deposits, writing checks, transferring funds, bank reconciliation, journal entries, credit cards, sales tax, loan payments, tracking mileage, preparing 1099s, and analyzing profit. Prerequisites: Familiarity with basic computer skills, keyboard, mouse and use of Windows.

Total Cost: $185 (includes $60 fees)
MD senior adults pay fees only.
Course #: DAP-591-A2
Fri., Oct. 16 & 23, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. K204

QuickBooks Pro Level 2

Learn to use QuickBooks Pro to prepare financial statements. Topics include tracking mileage, preparing 1099s, and entering and paying bills. Additional topics include: making bank deposits, writing checks, transferring funds, bank reconciliation, journal entries, credit cards, sales tax, loan payments, tracking mileage, preparing 1099s, and analyzing profit. Prerequisites: QuickBooks Pro Level 1 or equivalent experience. This course utilizes QuickBooks Pro.

Total Cost: $185 (includes $60 fees)
MD senior adults pay fees only.
Course #: DAP-591-B2
Fri., Oct. 23 & 30, 9:00 AM - 4:00 PM (2 sessions)
Washington Road Campus, Rm. K204
Three Options in Computer Technology and Website Design

Earn a Continuing Education Certificate in Computer Graphics

This Certificate recognizes achievement in gaining knowledge in computer graphics applications.

Courses may be taken in any order, but any Level 1 course must be taken before the Level 2 course.

Complete three core courses:
- Photoshop Level 1
- Illustrator Level 1
- InDesign Level 1

Complete two electives:
- Photoshop Level 2
- Illustrator Level 2
- InDesign Level 2
- Photoshop Photo Printing and Color
- Photoshop Web Production

Earn a Continuing Education Certificate in Website Design

This Certificate recognizes achievement in gaining knowledge in website design.

Courses may be taken in any order, but any Level 1 course must be taken before the Level 2 course.

Complete four core courses*:
- Introduction to Dreamweaver CS6
- Introduction to HTML and JavaScript
- HTML5 and CSS
- Concepts in Website Design

Complete one elective*:
- Intermediate Dreamweaver CS6
- Flash Level 1
- Flash Level 2
- Muse Level 1
- WordPress Level 1

Earn a Continuing Education Certificate in Business Technology

This Certificate recognizes achievement in gaining knowledge in computer applications for business and personal use.

Courses may be taken in any order, but it is recommended that students begin with Introduction to Windows.

Complete three core courses:
- Introduction to Windows
- Word Level 1
- Excel Level 1

Complete two electives:
- PowerPoint Level 1
- Outlook Level 1
- Access Level 1
- Publisher Level 1

* Requirements for this Certificate have changed. Visit www.carrollcc.edu/cecertificates for details.

Once you have successfully completed all requirements, visit carrollcc.edu/cecertificates to apply for your Certificate.
Excel Level 1

Not just for those new to Excel! Take advantage of Excel’s powerful spreadsheet capabilities. Learn to construct and modify worksheets, incorporate formulas and functions, develop charts, hide data and utilize shortcuts. Additional topics include formatting data, printing options, and inserting automatically updating dates. Prerequisites: Experience with a mouse, keyboard and Windows. This course utilizes Microsoft Excel 2013.

Course #: DAP-017-A2
Total Cost: $149 (includes $80 fees); includes text
Washington Road Campus, Rm. K203

Course #: DAP-017-B2
Mon. & Wed., Sep. 28 - Oct. 5, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. K203

Excel Level 2

Let Excel do the work for you! Learn to incorporate templates and graphics into your spreadsheets and work with multiple-sheet workbooks. Other topics include: using higher-level formulas, financial functions and conditional formatting. Prerequisites: Excel Level 1 or equivalent experience. This course utilizes Microsoft Excel 2013.

Course #: DAP-018-A2
Fri., Oct. 16, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Course #: DAP-018-B2
Mon. & Wed., Oct. 26 - Nov. 2, 6:30 - 8:50 PM (3 sessions)
Washington Road Campus, Rm. K203

PowerPoint Level 1

Create impressive presentations with PowerPoint. Explore how to integrate transitions, animations, sound and charts. Create outlines, notes or audience handouts quickly and easily, and see how to transport your presentation to any computer, even ones without PowerPoint! Prerequisites: Experience with a mouse, keyboard and Windows. This course utilizes Microsoft PowerPoint 2013.

Course #: DAP-020-A2
Fri., Oct. 2, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

PowerPoint Level 2

Go beyond using the everyday templates in PowerPoint and learn to create presentations that will WOW co-workers and clients. Discover the more advanced presentation skills: tables, slideshow timings, adding video and movies, creating agendas, and using themes. Prerequisites: PowerPoint Level 1 or equivalent experience. This course utilizes Microsoft PowerPoint 2013.

Course #: DAP-083-A2
Fri., Oct. 23, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Access Level 1

Store, organize and manage your data efficiently and easily. In this hands-on course, learn to create and manage all of the necessary components of a database, including tables and queries. Other topics include: entering, modifying, and maintaining data, working with forms and reports, setting up databases, and developing more powerful queries. Prerequisites: Basic computer skills and some familiarity with other Office programs is recommended. This course utilizes Microsoft Access 2013.

Course #: DAP-029-A2
Fri., Nov. 6, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Outlook Level 1

Send and receive email and use the Outlook calendar to set up appointments and meetings with ease. Learn how to use Outlook to send and receive email, store information in contacts, use the calendar’s scheduling features, and create tasks and notes. Users of all versions of Outlook will benefit from this course. Prerequisites: Basic computer skills and Windows. This course utilizes Microsoft Outlook 2013.

Course #: DAP-052-A2
Fri., Nov. 13, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Publisher Level 1

Create newsletters, event programs and flyers with a few clicks of the mouse! Easily create high impact publications for school, home and business. Built in templates guide you to a professional looking document sure to impress. Topics include importing digital photos, editing photos and incorporating graphics and text. Benefits users of all versions of Publisher. Prerequisites: Basic keyboard and mouse skills and familiarity with Windows. This course utilizes Microsoft Publisher 2013.

Course #: DAP-483-A2
Fri., Oct. 30, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Business Productivity Workshops

Work smarter, not harder! Increase productivity by using a variety of software applications.

NEW! Design and Deliver Marketing Materials that Sell

Design digital and hard-copy promotional materials to promote and sell your goods and services. Then, learn to import contacts into a manageable database to effectively and efficiently deliver your new marketing materials.

Course #: DAP-740-A2
Tue., Sep. 22, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. T321

Course #: DAP-740-B2
Wed., Nov. 4, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

NEW! Effective Collaboration and Communication in the Digital World

Work in real-time to generate, modify and finalize digital documents accessible from any location with an internet connection.

Course #: DAP-744-A2
Tue., Oct. 20, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

Course #: DAP-744-B2
Wed., Dec. 9, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203
NEW! The Essentials of Office Productivity using Microsoft Applications
Learn the untold secrets, tips and tricks to use your Windows platform more efficiently and effectively. Do you know the shortcut to maximize your window to full screen? How about the quickest way to return to your desktop when working in another window? Learn useful and time-saving tips for Windows as well as Microsoft Office Word, Excel and Outlook. Includes handouts.
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: DAP-753-A2
Fri., Oct. 9, 8:30 AM - 12:45 PM
Washington Road Campus, Rm. K204

NEW! From Data Collection to Data Analysis to Presentation
Learn how to collect raw data once to output a variety of printed and digital reports using presentation software.
Total Cost: $749 (includes $80 fees)
MD senior adults pay fees only.
Course #: DAP-741-A2
Tue., Sep. 29, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203
Course #: DAP-741-B2
Wed., Nov. 11, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

NEW! Improve the Organization, Prioritization, and Execution of Routine Tasks
Share time-sensitive actions and information such as individual and group appointments, meetings, room assignments, resource allocations and delegated tasks to improve workplace efficiency.
Total Cost: $149 (includes $80 fees)
MD senior adults pay fees only.
Course #: DAP-742-A2
Tue., Oct. 6, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203
Course #: DAP-742-B2
Wed., Nov. 18, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

NEW! Introduction to Google Chromebooks
Learn the fundamentals of Google Chromebooks. Topics include an introduction to the Google Chromebook interface, email functionality, file navigation and use, Internet browsing, and the use of basic Google Apps including Google Docs, Sheets and Slides. Bring your Chromebook.
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: DAP-754-A2
Fri., Oct. 16, 8:30 AM - 12:45 PM
Washington Road Campus, Rm. T231

NEW! Mobile Productivity Apps for the Busy Professional
Leverage your smartphone and / or tablet apps to improve time management, focus, reduce stress, and accomplish more. Top performing productivity apps will be introduced including resources and how-to’s for managing multiple calendars, sharing and collaborating on documents, signing PDFs electronically, managing emails more efficiently and more – all, literally, right at your fingertips! Be sure to bring your smartphone (all platforms welcome) or app-enabled tablet.
Total Cost: $65 (includes $30 fees)
MD senior adults pay fees only.
Course #: DAP-755-A2
Fri., Oct. 23, 8:45 AM - 12:45 PM
Washington Road Campus, Rm. N201

NEW! Spreadsheets, Forms and PDFs, Oh My!
Design digital forms that replicate legacy hard-copy forms to streamline raw data input and collection, run analytical models, and produce summary information.
Total Cost: $149 (includes $80 fees)
MD senior adults pay fees only.
Course #: DAP-745-A2
Tue., Oct. 13, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203
Course #: DAP-745-B2
Wed., Dec. 16, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. K203

NEW! Streamlining Processes, Procedures, and Projects
Inspect the organization and flow of daily operational processes and procedures related to sales, inventory, invoices, shipping and receiving, and accounts management.
Total Cost: $149 (includes $80 fees)
MD senior adults pay fees only.
Course #: DAP-743-A2
Tue., Oct. 17, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. T319

SQL Programming
Structured Query Language (SQL) is the language used to work with databases and the information stored within them. Learn to query a database to select specific data. Use SQL to create, edit and delete data tables. Learn to create views, functions and stored procedures. Access to a database that uses SQL commands required.
Total Cost: $375 (includes $375 fees)
MD senior adults pay fees only.
Course #: XXP-017-A1
Online
For information go to http://carrollcc.theknowledgebase.org.

Web Design and Computer Graphics
Photoshop Level 1
Customize and edit photos like a pro! Understand image file types, and apply basic photo editing features such as cropping and red eye reduction. Learn to utilize features such as layers, masking and gradients. Discover shortcuts to increase your productivity! Prerequisites: Familiarity with basic computer skills, including keyboard and mouse. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.
Total Cost: $185 (includes $93 fees); includes text
MD senior adults pay fees only.
Course #: DAP-185-A2
Fri., Sep. 18, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. T319
Course #: DAP-185-B2
Fri., Oct. 23, 9:00 AM - 5:00 PM
Washington Road Campus, Rm. T319
Information Technology: Office and Workplace

NEW! CYBER SECURITY TRAINING

Earn IT certifications such as CompTIA A+, Network+ and Security+, and Cisco CCNA in less than three months.

Access Carroll Community College’s Cyber Navigator to identify potential internship and career opportunities.

Visit carrollcc.edu/cyber or call 410-386-8022 for more information.

Photoshop Level 2
Unleash your photo creativity! Create impact with filters by altering lighting effects and changing backgrounds. Apply transparent areas in images to be used with other applications. Learn to retouch and restore old damaged photographs. Isolate image areas by creating and saving masks with specialized tools, commands, modes and layer elements. Learn to adjust the print settings for maximum output from your printer. Prerequisites: Photoshop Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.
Total Cost: $185 (includes $93 fees); includes text
Course #: DAP-186-A2
MD senior adults pay fees only.
Fri., Oct. 9, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

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. Prerequisites: Experience with Windows based programs and mouse skills. Mac computer experience preferred but not required. This course utilizes Adobe InDesign CC.
Total Cost: $185 (includes $93 fees); includes text
Course #: DAP-441-A2
Fri., Oct. 16, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

Illustrator Level 1
Create a variety of graphic designs such as logos and advertisements with Adobe Illustrator. Topics include: creating logos with shapes and custom paths, using gradients to enhance graphics, manipulating text, importing graphics and creating advertisements. Prerequisites: Basic keyboard and mouse skills and experience with Windows based programs. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.
Total Cost: $185 (includes $93 fees); includes text
MD senior adults pay fees only.
Course #: DAP-440-A2
Fri., Oct. 2, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

Introduction to HTML and JavaScript
An introduction for aspiring web designers to the fundamentals of HTML and JavaScript. Students will learn how to use HTML code to build webpages and apply JavaScript capabilities to their websites. Prerequisites: Experience with Windows-based systems or equivalent experience.
Total Cost: $245 (includes $85 fees); includes text
MD senior adults pay fees only.
Course #: DAP-635-A2
Mon. & Wed., Sep. 14 - 23, 6:00 - 9:15 PM (4 sessions)
Washington Road Campus, Rm. T319

HTML5 and CSS
Aspiring web developers, learn the fundamentals of coding and styling modern websites. Learn about the fifth major revision of the core language of the World Wide Web, HTML. Also learn to use cascading style sheets to reduce complexity and repetition in structural content. Prerequisites: prior completion of Introduction to HTML and JavaScript (DAP-635) or permission from the instructor.
Total Cost: $245 (includes $85 fees); includes text
MD senior adults pay fees only.
Course #: DAP-636-A2
Mon. & Wed., Oct. 5 - 14, 6:00 - 9:15 PM (4 sessions)
Washington Road Campus, Rm. T319

Photoshop Level 2
Unleash your photo creativity! Create impact with filters by altering lighting effects and changing backgrounds. Apply transparent areas in images to be used with other applications. Learn to retouch and restore old damaged photographs. Isolate image areas by creating and saving masks with specialized tools, commands, modes and layer elements. Learn to adjust the print settings for maximum output from your printer. Prerequisites: Photoshop Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.
Total Cost: $185 (includes $93 fees); includes text
Course #: DAP-186-A2
MD senior adults pay fees only.
Fri., Oct. 9, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

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. Prerequisites: Experience with Windows based programs and mouse skills. Mac computer experience preferred but not required. This course utilizes Adobe InDesign CC.
Total Cost: $185 (includes $93 fees); includes text
Course #: DAP-441-A2
Fri., Oct. 16, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

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Total Cost: $185 (includes $93 fees); includes text
MD senior adults pay fees only.
Course #: DAP-440-A2
Fri., Oct. 2, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

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Earn IT certifications such as CompTIA A+, Network+ and Security+, and Cisco CCNA in less than three months.

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Total Cost: $185 (includes $93 fees); includes text
MD senior adults pay fees only.
Course #: DAP-440-A2
Fri., Oct. 2, 9:00 AM – 5:00 PM
Washington Road Campus, Rm. T319

Need help with your career choice?
FREE monthly sessions

Mondays:
Aug. 17 | Sept. 21
Oct. 19 | Nov. 16
5:30 – 6:30 p.m. | Rm. A125

Reserve your seat at www.carrollcc.edu/instantenrollment or call 410-386-8100
OCCUPATIONAL TRAINING

Earn a Continuing Education Certificate

- Canine Training and Management
- Floral Design
- Travel Agent
- Truck Driver
- Veterinary Assistant

This symbol indicates that a course is a Continuing Education certificate program, or is part of a certificate program. Many courses can be taken individually or be applied to a certificate. For details go to carroll.cc.edu/cecertificates.

Prepare for Industry Certification

- Professional in Human Resources (PHR)

For details go to carroll.cc.edu/cecertificates.

Continuing Education and Training Programs and Employability

Important Information: Passing a course or program may be the first step toward certification; however, there may be additional requirements for licensure and/or employment. It is the student’s responsibility to be aware of those requirements. For details go to carroll.cc.edu/cecertificates.

Animal Care and Control

Canine Training and Management

To earn the Continuing Education Certificate in Canine Training and Management, students must successfully complete all 17 courses in the series. Each Canine Training and Management course requires 100% attendance and demonstration of competency for successful completion. Some courses may be taken individually to enhance existing skills, and some courses may be eligible for Certification Council for Professional Dog Trainers (CCPDT) CEU’s for certified trainers. Visit www.carroll.cc.edu/canine for up-to-date CCPDT approval information.

About Dogs ★

Learn the way instincts and genetics dictate dog behavior, which includes the different classes of dogs and different breeds. Topics include nature vs. nurture, canine body language, theories about the mind of a dog, the nature of the dog in general, how they communicate, and how they view their world. An active exchange of viewpoints is encouraged. Instructor: Sue Bulanda Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S00-A2 Sat., Sep. 12, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

Communicating With a Dog’s Owner and Beyond ★

Learn the methods necessary to convey information with a dog’s owner to succeed as a professional dog trainer. Address different learning styles and how a trainer can relate to dog owners in a way that they will understand. This highly interactive course includes role-playing and discussion of various learning strategies and how a trainer can relate to dog owners in a way that they will understand. Learn techniques essential to success such as public speaking, leading group discussions, and relaying information to media outlets. Instructor: Annarose Ingara-Milch Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-SO1-A2 Sat., Sep. 19, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K132

Training Methodologies ★

Learn about popular dog training methods presently in use, as well as past methods. Discuss the pros and cons of various training methods and explore group vs. private instruction. Instructor: Sue Bulanda Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S02-A2 Sat., Oct. 10, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

Creating Your Personal Business Plan ★

As a dog trainer, whether you plan to start your own business, purchase an existing business, or work for someone else, you need to create an action plan to help guide your goals. Create a do-able business plan that will clarify your mission and vision, identify service and products offered, determine legal structure, create a marketing strategy, and identify potential funding sources. Instructor: Annarose Ingara-Milch Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S19-A2 Sat., Oct. 24, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

Teaching the Basic Obedience Program ★

Prepare to teach a basic canine obedience program with a focus on teaching the dog’s owner. All components and exercises for pet dog basic obedience programs are presented and discussed. This highly interactive course involves role-playing. Learn how to determine the most suitable exercises, how to deliver them, and the reasons for each. Instructor: Sue Bulanda Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S20-A2 Sat., Nov. 14, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

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About Dogs ★

Learn the way instincts and genetics dictate dog behavior, which includes the different classes of dogs and different breeds. Topics include nature vs. nurture, canine body language, theories about the mind of a dog, the nature of the dog in general, how they communicate, and how they view their world. An active exchange of viewpoints is encouraged. Instructor: Sue Bulanda Total Cost: $249 (includes $249 fees)
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Communicating With a Dog’s Owner and Beyond ★

Learn the methods necessary to convey information with a dog’s owner to succeed as a professional dog trainer. Address different learning styles and how a trainer can relate to dog owners in a way that they will understand. This highly interactive course includes role-play as part of learning. Enhance your verbal and written communication skills. Learn techniques essential to success such as public speaking, leading group discussions, and relaying information to media outlets. Instructor: Annarose Ingara-Milch Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-SO1-A2 Sat., Sep. 19, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K132

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MD senior adults pay fees only. Course #: VOC-S02-A2 Sat., Oct. 10, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

Creating Your Personal Business Plan ★

As a dog trainer, whether you plan to start your own business, purchase an existing business, or work for someone else, you need to create an action plan to help guide your goals. Create a do-able business plan that will clarify your mission and vision, identify service and products offered, determine legal structure, create a marketing strategy, and identify potential funding sources. Instructor: Annarose Ingara-Milch Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S19-A2 Sat., Oct. 24, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115

Teaching the Basic Obedience Program ★

Prepare to teach a basic canine obedience program with a focus on teaching the dog’s owner. All components and exercises for pet dog basic obedience programs are presented and discussed. This highly interactive course involves role-playing. Learn how to determine the most suitable exercises, how to deliver them, and the reasons for each. Instructor: Sue Bulanda Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only. Course #: VOC-S20-A2 Sat., Nov. 14, 8:30 AM - 4:30 PM Washington Road Campus, Rm. K115
Training & Behavior Issues I ★
Learn to identify behavior problems in dogs. Examine the natural tendencies of certain types of dogs to display behavior problems, genetic and situational causes of problems, and types of behavior problems. Learn to distinguish between training-related and behavior-related problems. Discuss risk factors to the dog, the dog’s owner and the community. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-528-A2
Sat., Dec. 12, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Fur and Feathers ★
Get an overview of other types of pets that make up a multi-species home and understand their needs and behaviors. Learn how to introduce other species into the home, understand common mistakes that occur in a multi-species household, and how to prevent and resolve multi-species problems. Instructor: Deborah Winkler
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-521-A2
Sat., Nov. 21, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Training & Behavior Issues II ★
A continuation of Training and Behavior Issues I, this course will apply principles learned to in-depth discussions, case studies and briefings. Prerequisite: VOC-528. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-550-A3P
Sat., Jan. 9, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Basic Counseling Techniques ★
Learn basic counseling techniques necessary to help clients implement successful dog training. Topics include: family dynamics and their effect on dogs, the roles dogs play in meeting client needs; and how to comfort grieving or concerned pet owners. Explore effective listening skills and handling difficult conversations with clients. Instructor: Linda Bell-Cardwell
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-524-A3
Sat., Jan. 23, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Pet First Aid and Natural Solutions ★
Learn American Red Cross basic first aid and CPR for dogs and cats, which may be useful should a pet get injured in your class. Learn about the natural and holistic options available to pet owners, their drawbacks and benefits. Trainers will be better prepared for emergencies and well informed about various approaches to alternative treatments for non-emergency care. Note: This class does not replace regular veterinary care, but promotes an awareness and basic skill needed to handle emergencies until professional care is available. Instructor: Lynne Bettinger
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-522-A3
Sat., Feb. 6, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Services for the Client ★
Explore additional services you can provide for your clients to ensure a successful dog training practice. Emphasis is placed on how to help clients find and select the appropriate dog for their lifestyle, how to locate good referrals for other canine services, and how to maintain high ethical standards. Suggestions for food, toys, equipment and activities are also presented. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-523-A3
Sat., Feb. 20, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Canine Sports vs. the Working Dog ★
Learn the difference between sport dog activities and working dog jobs. Discover various opportunities and areas of specialty that are available in the field of dog training. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-522-A3
Sat., Mar. 5, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Comparative Psychology ★
Learn about the psychological problems experienced by humans that are comparable to canines. Topics include phobias, obsessive-compulsive disorder, aggression and stress. Gain a basic understanding to better identify these issues in canine behavior. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-531-A4
Sat., Apr. 2, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Puppy Kindergarten ★
Learn to conduct puppy kindergarten classes. Cover issues such as identifying and correcting problem puppy behaviors, sharpening your observation and listening skills when communicating with clients, breaking up dogs fights and much more. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-528-A4
Sat., Apr. 9, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Obedience Practicum I ★
Practice the principles learned in the program to date with your own dog. Parameters for bringing a dog to class will be communicated by the instructor in advance. Prerequisites: VOC-500, VOC-502 and VOC-520. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-528-A4P
Sat., May 7, 8:30 AM - 12:30 PM
Washington Road Campus, Rm. M157

Canine Training and Management Student Evaluation ★
Conduct a basic obedience program, in either an individual or a group setting, to demonstrate application of the training techniques taught throughout the program. Additionally, students will conduct a presentation regarding their research paper and their personal business plan. This is the capstone course in the Canine Training and Management certificate program. Prerequisites: All other courses in the Canine Training and Management program. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-532-A4P
Sat., May 14, 8:30 AM - 4:30 PM
Washington Road Campus, Rm. K115

Obedience Practicum II ★
A continuation of Obedience Practicum I, students will demonstrate skills learned to date with a dog and a client by walking them through the complete obedience program as practiced in VOC-526. Prerequisites: VOC-500, VOC-502 and VOC-526. Instructor: Sue Bulanda
Total Cost: $249 (includes $249 fees)
MD senior adults pay fees only.
Course #: VOC-527-A4P
Sat., May 7, 8:30 AM - 12:30 PM
Washington Road Campus, Rm. M157

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Veterinary Assistant Training

A NAVTA Approved Veterinary Assistant Training Program

Carroll Community College is pleased to announce the 19th year of the Institute of Veterinary Assistant Training! The institute was established to provide formal training for veterinary assistants. This comprehensive training program consists of 5 non-credit courses that include a supervised clinical practicum, totaling 150 hours of training. This program has met the requirements for approval under the guidelines of the National Association of Veterinary Technicians in America (NAVTA). Training begins in September 2015 and ends in April 2016. Classes must be successfully completed and taken consecutively to continue in the program.

IMPORTANT: This program requires 54 hours of clinical practicum that must be conducted during the operating hours of the clinical site. Daytime and weekends may be required in addition to scheduled in-class time.

This course series will provide you with the basic knowledge and skills needed for an entry-level position in a veterinary hospital. Courses must be taken in order and upon successful completion of all the courses, you will receive a Continuing Education Certificate. During your clinical practicum time you will have hands-on experiences in local veterinary hospitals. The second course in the series will include classroom competencies that must be successfully demonstrated prior to clinical placement. The Veterinary Assistant Training uses live animals for teaching purposes.

Carroll Community College takes all necessary safety precautions when students interact with live animals; however, students must be aware that live animals by nature may not be absolutely controlled. Carroll Community College does not provide medical insurance for any injury suffered.

Prerequisites:

Students must be a minimum of 18 years of age and have a high school diploma or GED.*

Students must either validate previous successful college courses (C or above in reading and math) or complete the Reading and Math Assessment test before registering for the Veterinary Assistant courses. To validate previous successful college in reading and math, attach a copy of your transcript to your registration form.

To take the Reading and Math Assessment Tests: Make an appointment by calling the Carroll Community College Admissions Office at 410-386-8430. When scheduling your appointment, identify yourself as a Continuing Education student and indicate the course you are taking. If you have taken the Reading and Math Assessment Test prior to taking previous credit or non-credit courses, please indicate this on your registration form.

Preparation for the Veterinary Assistant Training Course Series

Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 9-hour preliminary course is required for all students who wish to take the veterinary assistant series of courses. Topics include: problem-solving skills, written and verbal communication, math for medications, confidentiality, professionalism and ethics. Classroom work will be scored on a point system. Students will be required to achieve a minimum points score to continue on to the Veterinary Assistant Course Series. Instructor: Danielle Gauldin

Total Cost: $75 (includes $56 fees); plus text MD senior adults pay fees only.

Course #: VOC-336-A2BP
Mon. & Wed., Sep. 14 – 21, 6:00 – 9:15 PM (3 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training I: Outpatient Care

Initial course consists of 30 classroom hours. Topics include an overview of the veterinary profession, office procedures, client relations, biology, and exam room procedures. Prerequisites: Preparation for the Veterinary Assistant Training Course Series. Instructors: Marian Beattie, Carole Correll, and Kim Haga

Total Cost: $298 (includes $80 fees); plus text MD senior adults pay fees only.

Course #: VOC-601-A2BMP
Mon. & Sat., Sep. 26 – Nov. 23, 6:00 – 9:15 PM, (10 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training II: Diagnostics & Pharmacy

This course consists of 15 classroom hours and 16 clinical hours. Topics covered are laboratory, pharmacy, radiology and ultrasound imaging. Prerequisite: Veterinary Assistant I: Instructors: Marian Beattie and Kim Haga

Total Cost: $313 (includes $80 fees); plus text MD senior adults pay fees only.

Course #: VOC-602-A2BP
Mon., Nov. 30 – Jan. 11, 6:00 – 9:15 PM (5 sessions; no class 12/21 & 12/28)
Washington Road Campus, Rm. M157

Carroll Community College, in partnership with the Community College of Baltimore County, offers:

- 2-week CDL Learner’s Permit Preparation and 6-week CDL-A classes combining classroom sessions and on-the-road practice on a driving range
- Experienced instructors providing personal attention
- State of the industry equipment
- Job search tips

Classes start monthly and are held Monday – Friday.

Classroom sessions are held 8 a.m. – 4 p.m.
Range sessions are held 7 a.m. – 3 p.m.

CDL-B Hospitality and Tourism Training (Motor Coach Driver)

Earn an American Hotel and Lodging Association Certified Guest Service Professional credential along with CDL-B Passenger Bus license.

Visit www.carrollcc.edu/cecertificates for more information.
Casino Table Dealer Training

Start a career as a casino table game dealer in less than 10 weeks!

Earn a Casino Dealer Continuing Education Certificate for each game. Completion of any two casino certificates will prepare you for any casino table game positions.

- Introduction to Casino Gaming (Prerequisite: Must be taken first.)
- Casino Blackjack Dealer
- Casino Carnival Games Dealer
- Casino Craps Dealer
- Casino Craps Procedures
- Casino Craps Dealer
- Casino Roulette Dealer
- Casino Pai Gow Poker Dealer
- Casino Pai Gow Tiles Dealer

Offered in partnership with Community College of Baltimore County. Classes held at CCBC Owings Mills Campus.

Veterinary Assistant Training III: Patient Care & Treatment

This course consists of 18 classroom hours and 20 clinical hours. Topics covered are inpatient care and clinical procedures. Prerequisites: Veterinary Assistant I and II. Instructor: Kim Haga. Total Cost: $373 (includes $80 fees); plus text MD senior adults pay fees only.

Course #: VOC-603-A3BP
Mon., Jan. 25 - Feb. 29, 6:00 - 9:15 PM (6 sessions)
Washington Road Campus, Rm. M157

Veterinary Assistant Training IV: Surgery, Anesthesia & Emergency Care

The final course in the series consists of 24 classroom hours and 18 clinical hours. Topics covered are anesthesia, surgery, emergency medicine, CPR and critical care. The course concludes with a wrap-up seminar day. Prerequisites: Veterinary Assistant I, II and III. Instructors: Marian Beattie and Carole Contel. Total Cost: $418 (includes $80 fees); plus text MD senior adults pay fees only.

Course #: VOC-604-A3BP
Mon. & Sat., Mar. 7 - Apr. 23, 6:00 - 9:15 PM (7 sessions)
Washington Road Campus, Rm. M157

Casino Table Dealer

NEW! Introduction to Casino Gaming

Prepare to become Table Game dealers. This course is a prerequisite for Blackjack or Poker. Upon successful completion of the TIP Program included in this class, you will receive a TIPS card as evidence of your proficiency in alcohol awareness.

Total Cost: $295 (includes $266 fees) MD senior adults pay fees only.

Course #: VOC-623-A1
Sat. & Sun., Aug. 29 - Sep 19, 9:00 AM - 2:30 PM (4 sessions; no class 9/5 & 9/6)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-623-A2
Mon. - Thu., Sep. 21 - 24, 1:00 - 6:15 PM (4 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-623-B2
Mon. - Thu., Oct. 5 - 8, 9:00 AM - 2:30 PM (4 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-623-C2
Mon. - Thu., Oct. 19 - 22, 4:30 - 9:30 PM (4 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-623-D2
Sat. & Sun., Oct. 31 - Nov. 8, 9:00 AM - 2:30 PM (4 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Blackjack Dealer

Prepare to become a Casino Blackjack dealer. You will receive a certificate of completion upon successful completion of the course.

Prerequisite: Introduction to Casino Gaming (VOC-623) or hold a Casino Dealer license. Total Cost: $595 (includes $586 fees) MD senior adults pay fees only.

Course #: VOC-624-A2P
Sat. & Sun., Sep. 19 - Oct. 18, 8:30 AM - 5:00 PM (10 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-624-B2P
Mon. - Thu., Sep. 28 - Oct. 22, 1:00 - 6:00 PM (16 sessions)
Comm. College of Baltimore County, Owings Mills Campus

Course #: VOC-624-C2P
Mon. - Thu., Oct. 12 - Nov. 5, 9:00 AM - 2:30 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Carnival Games Dealer

Prepare to become a Casino Carnival Games dealer. You will receive a certificate of completion upon successful completion of the course.

Prerequisite: Casino Blackjack Dealer (VOC-624).

Total Cost: $295 (includes $266 fees) MD senior adults pay fees only.

Course #: VOC-625-A2P
Sat. & Sun., Oct. 24 - Nov. 1, 8:30 AM - 2:30 PM (4 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-625-B2P
Mon. - Thu., Oct. 26 - Nov. 5, 1:00 - 5:30 PM (9 sessions)
Community College of Baltimore County, Owings Mills Campus

Course #: VOC-625-C2P
Mon. - Thu., Nov. 9 - 12, 1:00 - 6:00 PM (4 sessions)
NEW! Casino Poker Dealer
Prepare to become a Casino Poker dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment as a Poker dealer in the casino industry. Prerequisite: Introduction to Casino Gaming (VOC-623) or hold a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-628-A2P
Mon. - Thu., Aug. 17 - Sep. 11, 1:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus
Course #: VOC-626-A2P
Mon. - Thu., Nov. 2 - Dec. 1, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Craps Procedures
Part 1 of a two class series to prepare to become a Craps dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to take the Casino Craps Dealer class. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-629-A2P
Mon. - Thu., Sep. 21 - Oct. 15, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus
Course #: VOC-628-A2P
Mon. - Thu., Nov. 2 - Dec. 1, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Craps Dealer
Part 2 of a two class series to prepare to become a Craps dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment in the casino industry. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-629-A2P
Mon. - Thu., Sep. 21 - Oct. 15, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus
Course #: VOC-628-A2P
Mon. - Thu., Nov. 2 - Dec. 1, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Baccarat Dealer
Prepare to become a Baccarat dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment as a Baccarat dealer in the casino industry. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-627-A2P
Mon. - Thu., Oct. 5 - 29, 12:00 - 5:00 PM (16 sessions)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Pai Gow Poker Dealer
Prepare to become a Pai Gow Poker dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment as a Pai Gow dealer in the casino industry. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-632-A2P
Mon. - Thu., Dec. 7 - Jan. 7, and Fri., Jan. 8, 12:00 - 5:00 PM (16 sessions; no class 12/24 - 1/1)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Pai Gow Tiles Dealer
Prepare to become a Pai Gow Tiles dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment as a Pai Gow Tiles dealer in the casino industry. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-632-A2P
Mon. - Thu., Dec. 7 - Jan. 7, and Fri., Jan. 8, 12:00 - 5:00 PM (16 sessions; no class 12/24 - 1/1)
Community College of Baltimore County, Owings Mills Campus

NEW! Casino Roulettes Dealer
Prepare to become a Roulette dealer. You will receive a certificate of completion upon successful completion of the course, allowing you to apply for employment as a Roulette dealer in the casino industry. Prerequisite: Casino Blackjack (VOC-624) and Carnival Games (VOC-625) or a Casino Dealer license.
Total Cost: $695 (includes $586 fees)
MD senior adults pay fees only.
Course #: VOC-630-A2P
Mon. - Fri., Sep. 8 - Oct. 1, 12:00 - 5:00 PM (16 sessions; no class 9/7)
Community College of Baltimore County, Owings Mills Campus
Floral Design

Introduction to Floral Design

Learn the proper use of tools and equipment, as well as the preparation and care of fresh flowers. Review various flowers, foliage, variety and seasonal flowers; principles of design, color selection, arrangement pricing, and creating basic arrangements. Also explore employment opportunities in the floral industry. Instructors: Pamela Newton
Total Cost: $379 (includes $130 fees)
MD senior adults pay fees only.
Course #: VOC-457-A2M
Tue. & Thu., Sep. 15 - Oct. 8, 6:00 - 9:15 PM (8 sessions)
Washington Road Campus, Rm. A015

Floral Design, Mastery

Use the knowledge learned in previous courses to create master designs. Create high style arrangements for receptions and parties as well as sympathy/funeral arrangements; to decorate with lights, tulle, bows and flowers; to work with fresh and silk flowers in unusual containers. Create Galax leave and Gladioli rose flowers, mache baskets, standing sprays, dish gardens, caskets sprays and satin hearts, and work with moss and other decorative accessories. This course is one in a series to prepare for employment in the floral industry. Instructors: Pamela Newton
Total Cost: $612 (includes $360 fees)
MD senior adults pay fees only.
Course #: VOC-615-A3P
Tue. & Thu., Jan. 19 - Mar. 10, 6:00 - 9:15 PM (14 sessions)
Washington Road Campus, Rm. A015

Designing Wedding Flowers

Apply the basic principles learned in Introduction to Floral Design to designing wedding flowers. Learn to conduct bridal consultations, price wedding flowers, and create various styles of wedding flowers such as wedding bouquets, corsages, center pieces and other décor. This course is one in a series to prepare for employment in the floral industry. Prerequisite: VOC-457 Introduction to Floral Design or current employment in the floral industry. Instructors: Pamela Newton
Total Cost: $449 (includes $200 fees)
MD senior adults pay fees only.
Course #: VOC-614-A2MP
Tue. & Thu., Oct. 20 - Nov. 19, 6:00 - 9:15 PM (10 sessions)
Washington Road Campus, Rm. A015

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.
Total Cost: $553 (includes $78 fees); includes text
MD senior adults pay fees only.
Course #: TEC-350-A2P
Wed. - Sat., Oct. 7 - 24, Wed., 6:00 - 9:45 PM, Thu. & Fri., 8:30 AM - 4:30 PM, and Sat., 8:00 AM - 12:00 PM (8 sessions; no class 10/14, 10/15, 10/16 & 10/17)
Washington Road Campus, Rm. K129

Your Career is Blooming

Certificate in Floral Design

Start a new career in the floral industry and expand your opportunities or polish your existing skills.
Complete three courses and receive a Continuing Education Certificate in Floral Design Training.
- Introduction to Floral Design
- Designing Wedding Flowers
- Floral Design, Mastery
Visit www.carrollcc.edu/ocertificates for complete certificate details

Tuition $200...
or more?
Paying in installments!
Go to www.carrollcc.edu/factsplan
to learn more!
Advanced Paralegal

Complete six of the following advanced paralegal topics and receive an Advanced Paralegal certificate of completion. Each topic is a seven-week online session. Students must complete the Paralegal Certification Course before they take any advanced paralegal course. Up to three advanced paralegal course topics may be taken during a seven-week online session.

Fall Session: Aug. 24 - Oct. 9
Winter Session: Oct. 19 - Dec. 4
Total Cost for each course: $300 (includes $270 fees); plus text MD senior adults pay fees only.

For course descriptions and registration information go to www.carrollcc.edu/legalstudies.

Advanced Paralegal Intellectual Property
Advanced Paralegal Real Estate Property Law
Advanced Paralegal Victim Advocacy
Advanced Paralegal Advanced Legal Research
Advanced Paralegal Immigration Law
Advanced Paralegal Water Law
Advanced Paralegal Family Law
Advanced Paralegal Estate Planning, Wills, Trusts, and Probate
Advanced Paralegal Education Law
Advanced Paralegal Business Law and Practices
Advanced Paralegal Bankruptcy Law
Advanced Paralegal Alternative Dispute Resolution
Advanced Paralegal Constitutional Law and Civil Liberties
Advanced Paralegal Criminal Procedure

Other Legal

Advanced Legal Research and Writing Certificate Course

Learn advanced and specialized approaches to utilize the legal resources available in a law library and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. Learn how to formulate Westlaw research queries and effectively and efficiently use Westlaw and other online legal research methods as time-saving devices in legal research and legal writing. Topics include Legal Authorities and Citations, Legal Analysis, Westlaw online legal research, The Legal Memorandum of Law, Manual Legal Research and Types of Legal Writing.

Total Cost: $729 (includes $614 fees); plus text MD senior adults pay fees only.
Course #: VOC 556-A1B
Aug. 24 - Oct. 9
Course #: VOC 556-A2B
Oct. 19 - Dec. 4
Online
For information go to www.carrollcc.edu/legalstudies

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.

Total Cost: $645 (includes $546 fees); plus text MD senior adults pay fees only.
Course #: VOC 558-A1B
Aug. 24 - Oct. 9
Course #: VOC 558-A2B
Oct. 19 - Dec. 4
Online
For information go to www.carrollcc.edu/legalstudies

Software Essentials for the Law Office

This course is designed for legal professionals to improve their skills and knowledge of computer technology and programs in the law office. Topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Includes hands on exercises with popular programs. Discuss common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery.

Total Cost: $729 (includes $614 fees); plus text MD senior adults pay fees only.
Course #: VOC 557-A1B
Aug. 24 - Oct. 9
Course #: VOC 557-A2B
Oct. 19 - Dec. 4
Online
For information go to www.carrollcc.edu/legalstudies

Visit www.carrollcc.edu/LegalStudies for more information.

Carroll Community College | Continuing Education & Training | 410-386-8100 | Register at www.carrollcc.edu/instantenrollment
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.

Total Cost: $895 (includes $746 fees); plus text
MD senior adults pay fees only.

Course #: VOC-555-A1B
Aug. 24 - Oct. 9
Course #: VOC-555-A2B
Oct. 19 - Dec. 4
Online
For information go to www.carrollcc.edu/legalstudies

Employment Law
Employment Law is a branch of law dealing with relationships between employers and employees. Review statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics include wages and hours, antidiscrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions.

Total Cost: $729 (includes $673 fees); plus text
MD senior adults pay fees only.

Course #: VOC-598-A1B
Aug. 24 - Oct. 9
Course #: VOC-598-A2B
Oct. 19 - Dec. 4
Online
For information go to www.carrollcc.edu/legalstudies

Personal Trainer
NEW! ACE Certification for Personal Fitness Trainer
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 key activities of daily living and structured exercise movements.

• Learn how to conduct client interviews, perform assessments, determine corrective exercise measures, develop fitness plans, and how to coach clients for a healthy lifestyle.

• Work with other students to identify correct exercise posture and movement.

• Includes practice questions, test banks and in-class reviews.

Course includes 60 hours of classroom lecture and 30 hours hands-on lab work in a fitness facility and gym.

Total Cost: $1,730 (includes $530 fees); includes text and certification exam voucher
MD senior adults pay fees only.

Course #: VOC-617-A1
Mon. & Fri., Aug. 31 - Dec. 18; Mon., 1:00 - 5:00 PM, and Fri., 12:00 - 2:00 PM (30 sessions; no class 9/7 & 11/27)
Washington Road Campus, Rm. T317
REAL ESTATE

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 is 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. Total Cost: $855 (includes $275 fees); includes text

Course #: VOC-330-A2
Sat., Sep. 12 - Dec. 19, 8:00 AM - 3:00 PM (14 sessions; no class 11/28)
Washington Road Campus, Rm. T325

How to Inspect for Moisture Intrusion

Learn to identify and report on moisture intrusion in homes and commercial buildings. Also learn the best building practices and standards that make a home moisture-resistant. Most Error and Omission insurance claims involve moisture intrusion. Once an inspector knows what properly installed building components look like, then recognizing installation defects becomes easy.

Total Cost: $149 (includes $30 fees); includes text

Course #: VOC-590-A2
Mon., Sep. 14 - 28, 6:00 - 8:45 PM (3 sessions)
Washington Road Campus, Rm. T317

Residential Plumbing Overview for Inspectors

Learn how to perform an inspection of the plumbing system of a home. Review leaks, inadequate water supplies, water contamination, and incorrect installations of components. Upon successful completion of this course, you will be able to inspect the various components of the plumbing system, identify the components of the plumbing system function and perform, and describe to clients defects observed at the plumbing system.

Total Cost: $149 (includes $30 fees); includes text

Course #: VOC-591-A2
Mon., Nov. 2 - 16, 6:00 - 8:45 PM (3 sessions)
Washington Road Campus, Rm. M055

Real Estate Pre-Licensing

Maryland Real Estate Principles and Practices

Become a real estate salesperson. This basic 60 clock-hour course meets the educational requirements for all applicants 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. Instructors: Stan Dill and Joe Stephens.

Total Cost: $665 (includes $145 fees); includes text

Course #: REA-266-A2
Tue. & Thu., Sep. 15 - Nov. 19, 6:00 - 9:15 PM (20 sessions)
Washington Road Campus, Rm. C074

Real Estate Appraisal Continuing Education

Carroll Community College is partnering with The Maryland Association of Appraisers to offer professional continuing education courses held at the Washington Road Campus. For registration information contact Sandra Fournier at 410-386-8574.

Small Farms - The New Backbone of Agriculture

Wed., Aug. 26, 8:00 AM - 4:00 PM

National USPAP

Tue., Sep. 15, 8:00 AM - 4:00 PM

Changing Circumstances - A Primer on Highest and Best Use Analysis

Wed., Dec. 2, 9:00 AM - 4:00 PM

The Sale of Real Estate at Auctions

Thu., Dec. 10, 8:00 - 12:00 PM

Appraising the Farm: An Overview

Thu., Dec. 10, 1:00 - 4:00 PM

Career Training

Over 100 online training programs are offered in these in-demand fields:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

For complete descriptions and registration information visit www.ed2go.com/carrollcc

Offered in partnership with Ed2Go. You must have a computer with internet access.
TEST AND ACADEMIC SKILLS PREPARATION

CLEP Math
Earn college-level math credit by examination. CLEP is based on the premise that some individuals enrolling in college have already learned part of what is taught in college courses through job training, independent reading and study, non-credit courses and advanced high school courses. Get a guided review with an experienced math instructor to help you with topics on the CLEP test for College Mathematics. Students who achieve a passing score on the CLEP test for College Mathematics can be awarded three college-level credits for math that will satisfy Carroll’s General Education requirement for Mathematics. A passing grade in MAT-099 is strongly recommended.

Total Cost: $294 (includes $30 fees); plus text. CLEP Exam fee (approximately $110) is separate.
MD senior adults pay fees only.
Course #: ADS-004-B2BPS
Tue. & Thu., Sep. 8 - Nov. 24, 6:00 - 7:30 PM (23 sessions)
Washington Road Campus, Rm. N201

Math Skills Enhancement
Boost your math skills with review and practice of arithmetic, fractions, decimals and percents. You will also improve your skills working with ratios, and proportions, as well as solving word problems. This is the first in a series of four courses designed to prepare you for college-level math.

Total Cost: $328 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: ADS-092-A2B
Tue. & Thu., Sep. 8 - Nov. 24, 6:00 - 7:30 PM (23 sessions)
Washington Road Campus, Rm. N201

GED® Preparation
Improve your skills and prepare for the GED® tests. Classes are free. A $50 materials fee is collected at registration from students wishing to keep their books. All classes are offered at no cost.
Please call 410-386-8630 for an orientation appointment. You must attend both days of orientation prior to beginning the program.

Orientation is free and will be held at the following dates and locations:
Multi-Service Center
224 North Center Street, Westminster
• Monday and Wednesday, September 21 and 23 at 9 a.m.
• Tuesday and Thursday, September 22 and 24 at 6 p.m.
• Tuesday and Thursday, September 29 and October 1 at 6 p.m.
Carroll County Family Center
(includes educational activities for children)
10 Distillery Drive, 3rd Floor, Westminster
• Wednesday and Thursday, September 16 and 17 at 1 p.m.

GED® Ready
Are you ready to earn your high school diploma? The GED® Ready is a good predictor of your readiness to pass the Official GED® Tests. The GED® Ready includes all four sections of the test; students receive their scores during a brief advising session that day. Space is limited; pre-registration is required. Call 410-386-8630 for upcoming dates.
Total Cost: $20 (includes $20 fees)
MD senior adults pay fees only.

National External Diploma Program® (NEDP®)
NEDP® is designed for mature adults who have learned life skills at work, at home and in the community. This is a computer-based program. Pre-registration is required for the free orientation session. For more information and to register call Carroll Community College’s Adult Education Program at 410-386-8630. Upon successful completion of the NEDP®, a Maryland High School Diploma is awarded. You must attend both days of the orientation prior to beginning this program.

Information sessions for the NEDP® program will be held at the following times:
Multi-Service Center
224 North Center Street, Westminster
• Monday and Wednesday, September 21 and 23 at 9 a.m.
• Tuesday and Thursday, September 22 and 24 at 6 p.m.
• Tuesday and Thursday, September 29 and Oct. 1 at 6 p.m.
Carroll County Family Center
(includes educational activities for children)
10 Distillery Drive, 3rd Floor, Westminster
• Wednesday and Thursday, September 16 and 17 at 1 p.m.

Tuition $200 ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!
English for Speakers of Other Languages (ESOL)

Community English Classes
Carroll Community College offers free classes for students who want to improve their English skills.

Classes will help students learn how to communicate at work and in the community, as well as prepare to take career training classes, college courses or earn a high school diploma. Childcare is available at some locations. Most classes are free. Students must attend an orientation session to be registered for a class. A $40 materials fee is collected at registration from students who wish to keep their textbook.

For more information call 410-386-8630. Se habla español.

Testing and registration is free and will be held at the following dates and locations. In case of inclement weather, call 410-386-8630 for more dates.

Multi-Service Center
224 North Center Street, Westminster
• Monday, September 21 at 6:30 p.m.
• Wednesday, September 23 at 6:30 p.m.

Carroll County Family Center
(includes educational activities for children)
10 Distillery Drive, 3rd Floor, Westminster
• Wednesday, September 16 at 9:30 a.m.

Robert Moton Elementary Judy Center
1413 Washington Road, Westminster
• Wednesday, September 9 at 6 p.m.

North Carroll Senior and Community Center
2328 Hanover Pike, Hampstead
• Thursday, September 24 at 6:30 p.m.

Mount Airy Elementary School
405 North Main Street, Mount Airy
• Thursday, September 17 at 6:30 p.m.

Academic English Classes

American English Pronunciation I
Improve your English pronunciation skills by working on intonation, stress, linking and sounds that are difficult for you to produce. You’ll complete this class feeling more confident with your new language!
Total Cost: $168 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: ESL 068-A2B
Tue. & Thu., Sep. 22 - Nov. 12, 6:30 - 8:30 PM (16 sessions)
Washington Road Campus, Rm. M060

Academic Writing, Reading, and Grammar for English Language Learners
Review and practice English grammar to improve your skills in writing clear, precise sentences and paragraphs, while you build your academic vocabulary and reading skills. This course is the first in a series of three for non-native English speakers. The College placement tests are required; call 410-386-8450 to schedule the reading and writing placement test.
Total Cost: $139 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: ESL 044-A2BP
Mon. & Wed., Sep. 16 - Dec. 16, 6:30 - 9:00 PM (26 sessions; no class 11/25)
Washington Road Campus, Rm. T315

Grammar for ESOL: ONLINE!
This course provides in-depth practice with English grammar and structure so that you will be more prepared to succeed in any class taught in English.
Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

Writing for ESOL: ONLINE!
Improve your writing in English. Learn each step of the writing process to create, focus, and develop your ideas. You will be able to produce writing that is clear and free of grammatical and punctuation errors.
Total Cost: $109 (includes $95 fees)
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

SAT Test Preparation

SAT/ACT Preparation: Part 1
This course will prepare you to take the verbal question types on both the ACT and the SAT 2005. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005.
Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

SAT/ACT Preparation: Part 2
This course will prepare you take the math questions on both the ACT and the SAT. You’ll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. Review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. Practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers.
Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.
Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

Need help with your
career choice?
FREE monthly sessions

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Reserve your seat at www.carrollcc.edu/instantenrollment
Search course #: X2X-138
or call 410-386-8100
Offering free mediation services to county residents

The Carroll County Community Mediation Center (CCCMC), a nonprofit community and volunteer based organization, offers free mediation services to help resolve conflicts.

- Mediation is voluntary and confidential
- Mediation lets people speak for themselves and make their own choices.

Mediators are professionally trained volunteers who have completed classroom training, an apprenticeship, a series of evaluations and continuing education. They represent the racial, class, age and educational diversity of Carroll County.

CCCMC also provides public education on conflict resolution, conflict coaching, conflict resolution trainings adaptable to your group’s needs, and large group facilitation services.

Program offered under the auspices of Carroll Community College. The Center is supported by the Maryland Mediation and Conflict Resolution Office.

Call the Carroll County Community Mediation Center at 410-848-1764 for information on volunteer opportunities, services or an appointment.

For more information:
410-848-1764
www.carrollcc.edu

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**THE ARTS**

**Drawing, Painting and Media**

**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.

Total Cost: $249 (includes $45 fees)
MD senior adults pay fees only.

**Course #: PDE-808-A2M (Instructor: Sarah Abel-Deluca)**
Wed., Sep. 16 - Nov. 18, 6:30 - 9:00 PM (10 sessions)
Washington Road Campus, Rm. A013

**Course #: PDE-808-B2M (Instructor: Lisa Sheppard)**
Thu., Sep. 24 - Dec. 10, 1:30 - 4:00 PM (10 sessions; no class 11/12 and 11/26)
Washington Road Campus, Rm. A013

**Drawing and Painting: Continuing**
Expand your skills by exploring a variety of mediums. Learn how to perceive edges, spaces, relationships, lights and shadows to enhance 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.

Total Cost: $249 (includes $45 fees)
MD senior adults pay fees only.

**Course #: PDE-809-A2M (Instructor: Sarah Abel-Deluca)**
Wed., Sep. 16 - Nov. 18, 6:30 - 9:00 PM (10 sessions)
Washington Road Campus, Rm. A013

**Course #: PDE-809-B2M (Instructor: Diane Margiotta)**
Fri., Sep. 25 - Dec. 4, 12:30 - 3:00 PM (10 sessions; no class 11/27)
Washington Road Campus, Rm. A013

**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.

Total Cost: $249 (includes $45 fees)
MD senior adults pay fees only.

**Course #: PDE-728-A2 (Instructor: Sarah Abel-Deluca)**
Wed., Sep. 16 - Nov.18, 6:30 - 9:00 PM (10 sessions)
Washington Road Campus, Rm. A013

**Course #: PDE-728-B2 (Instructor: Diane Margiotta)**
Fri., Sep. 25 - Dec. 4, 9:30 - 12:00 PM (10 sessions; no class 11/27)
Washington Road Campus, Rm. A013

Sarah Abel-Deluca has an MFA from Brooklyn College and has taught art for 20 years at the high school and college levels. Her work has been exhibited in Maryland and New York and hangs in private collections throughout the United States and Europe. As the owner of “Sarah Abel-Deluca, Artist” (www.abelartist.com), She makes her living as a commissioned painter.

Diane Margiotta has a Master of Fine Arts from Maryland Institute College of Art. She has taught on both the high school and college levels for many years. She loves working in various mediums from painting to ceramics. She has exhibits regularly on the east coast.

**Basic Drawing**
Discover your artistic capabilities even if you’ve never drawn before. Individual attention provides encouragement to each student to progress with confidence. Learn the different media and techniques to enhance your skills. Exercises on sensitivity to line, light and shade effects, textures, tonal values and expression.

Instructor: Diane Margiotta
Total Cost: $149 (includes $45 fees)
MD senior adults pay fees only.

**Course #: PDE-755-A2M**
Tue., Oct. 27 - Dec. 1, 6:30 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. A013

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Tuition $200 ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!
Drawing for the Timid
Start from scratch or wherever your abilities lie. Learning to draw what you see will be fun with NO EMBARRASSMENT. (Laughter, YES)! Develop this skill found within us all. Bring a cheap white sketch pad 8” x 11” or larger, any pencils and a fine tip black water-soluble marker you like to use. Instructor: Diane Margiotta Total Cost: $79 (includes $45 fees) MD senior adults pay fees only. Course #: PDE-007-A2 Tue., Sep. 22 - Oct. 13, 6:30 - 8:30 PM (4 sessions) Washington Road Campus, Rm. A013

Figure Drawing From the Live Model
Work from a live model with emphasis on composition, structure and anatomical proportion. Expand your ability to draw the figure from direct observation through timed and extended drawings. Be inspired by masterwork examples and Expressionist work from Modern Masters. Returning students welcome. Instructor: Ken Ecker Total Cost: $69 (includes $69 fees) MD senior adults pay fees only. Course #: XXZ-993-A2M Sat., Oct. 10 & 17, 9:30 AM - 12:00 PM (2 sessions) Washington Road Campus, Rm. T405

Joanna Barnum is a full-time freelance fine artist and illustrator concentrating in watercolor and holds a BFA in illustration from the Maryland Institute College of Art. She is a Signature Artist of the Baltimore Watercolor Society. She has received awards for her portraits, plein air landscapes, and illustration in watercolor, exhibits throughout the region, and illustrates for national publications. Her website is www.joannabarnum.com.

Creating Animal Totems:
Watercolor Washes With Pen & Ink
Create one-of-a-kind Animal Totem images in pen and ink. Watch the magic of a watercolor wash that brings your image to life. Explore two mediums on an artistic adventure through the world of Totems. Learn the ways of the watercolor wash to bring color and vibrancy to a pen and ink drawing. Invent treasured Totems that will live and be enjoyed for years to come. Instructor: Jeremy Wright Total Cost: $69 (includes $69 fees) MD senior adults pay fees only. Course #: XXZ-887-A2M Mon., Oct. 5 - 19, 6:30 - 8:30 PM (3 sessions) Washington Road Campus, Rm. A015

Jeremy Wright is a multi-talented performer and artist. Born Cree from the north-west plains of Canada, he was raised Quaker in Maryland. Wright enjoys working in mediums from wood to watercolor to ceramics. He holds a BFA in Ceramics Arts from Ohio University.

Dynamics of Color Workshop
Explore the dynamics of color by doing studies based on Joseph Albers “Interaction of Color” using acrylic paintings utilizing these dynamics. Beginners and experienced painters learn what fascinating things colors can do. Topics include color mixing, value, chroma and hue. Develop a personal color vocabulary with confidence. Instructor: Ken Ecker Total Cost: $65 (includes $65 fees) MD senior adults pay fees only. Course #: XXZ-204-A2M Sun., Oct. 11 & 18, 1:00 - 3:30 PM (2 sessions) Washington Road Campus, Rm. T405

Fine Craft
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. Instructor: Cathy Trostle Total Cost: $155 (includes $155 fees) MD senior adults pay fees only. Course #: XXZ-314-A2M Wed., Sep. 30 - Oct. 28, 6:30 - 9:00 PM (5 sessions) Washington Road Campus, Rm. A015

NEW! Basket Weaving:
Apple-Pumpkin Basket
Celebrate the harvest with your own apple or pumpkin shaped basket. Hang them on the wall or fill them with goodies; either way you’ll have a sweet fall decoration or gift. Students may choose weaving with either pumpkin orange or apple red. Instructor: Joan Betzold Total Cost: $99 (includes $99 fees) MD senior adults pay fees only. Course #: XXZ-590-A2 Thu., Oct. 1 - 15, 6:00 - 9:00 PM (3 sessions) Washington Road Campus, Rm. A013

NEW! Fused Glass Snowflake
Let it snow, let it snow, let it snow! Even though the weather is cold, capture the sun in a stunning, one-of-a-kind stained glass suncatcher. Celebrate the season and enhance your home or gift family and friends. No experience necessary. Material fee includes all materials and firing for two snowflakes. Projects will be fired off-site. Allow two weeks for pick-up. Instructor: Cathy Trostle Total Cost: $55 (includes $55 fees) MD senior adults pay fees only. Course #: XXZ-259-A2 Wed., Nov. 11, 6:30 - 8:30 PM Washington Road Campus, Rm. A015

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Cathy Trostle has designed, created and taught stained glass art for over 25 years both at Wentz Stained Glass Studio and in her private studio Woodland Glass in Gettysburg.

NEW! Basket Weaving:
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Cathy Trostle has designed, created and taught stained glass art for over 25 years both at Wentz Stained Glass Studio and in her private studio Woodland Glass in Gettysburg.
NEW! Basket Weaving: Peanut-Pistachio Basket
Create this very old southern basket with a uniquely woven bottom. It is actually two identical baskets woven together; one for your peanuts or pistachios and the other for the empty shells. Use them for key storage, pocket change or whatever! 

Instructor: Joan Betzold
Total Cost: $90 (includes $90 fees)
MD senior adults pay fees only.
Course #: XXZ-591-A2
Thu., Nov. 5 - 19, 6:00 - 9:00 PM (3 sessions)
Washington Road Campus, Rm. A015

Joan Betzold is an avid basket maker and teacher who applies and teaches age old traditional techniques. Featured in Maryland Life Magazine, she has won many awards including Basket of the Year, Recycling Project of the Year and People’s Choice Award at the Maryland State Fair, the Mayor’s Choice 2013 at Arts Alive in Ocean City and first place in Fiber at the 2014 Catonsville Festival of Arts. She is a frequent vendor in the spring and holiday markets at the Carroll County Ag Center. Her masters’ degree and lifelong career in health and recreation fits perfectly with her passion for teaching and creating.

Jewelry

NEW! Introduction to Polymer Clay Jewelry: Impressions
Reveal your inner artist and create beautiful jewelry for gift-giving or yourself. Learn the basics of working with polymer and create a brooch or necklace slide by impressing stamps and other textured objects into polymer clay. The possibilities are endless! All materials are included in the cost. Bring aluminum foil and a small box to carry your work home.

Instructor: Patti Boyle
Total Cost: $35 (includes $35 fees)
MD senior adults pay fees only.
Course #: XXZ-317-A2
Mon., Oct. 12, 6:30 - 9:00 PM
Washington Road Campus, Rm. A013

NEW! Introduction to Polymer Clay Jewelry: Make Your Own Beads
Discover your artistic side and fabricate your own beautiful beads. Learn the basics of polymer clay and create five unique beads types for your next project. With the finished beads make a necklace, bracelet or so much more on your own. All materials are included in the cost. Bring aluminum foil and a small box to carry your unbaked beads.

Instructor: Patti Boyle
Total Cost: $35 (includes $35 fees)
MD senior adults pay fees only.
Course #: XXZ-832-A2
Mon., Nov. 9, 6:30 - 9:00 PM
Washington Road Campus, Rm. A125

Patti Boyle has 20 years of polymer experience. Her passion is making, experimenting and promoting her polymer jewelry. She loves helping students to express themselves in this jewelry medium. Boyle has a BS in Business Management from Salisbury State University.

Entrepreneurship in the Arts

Legal Issues for Artists
Artists in business need to address legal issues to be successful. Evaluate your need for legal documentation, including copyrights and trademarks, artist releases and consents, and how to review and negotiate a gallery commission agreement, a rental agreement for studio space, or an agreement to produce a work for hire. 

Instructor: Kathleen Rus, Esquire
Total Cost: $55 (includes $30 fees)
MD senior adults pay fees only.
Course #: SBA-651-A2
Thu., Oct. 1, 6:00 - 9:45 PM
Washington Road Campus, Rm. T323

Kathleen Rus, Esquire, is a Westminster attorney specializing in small business concerns.

Marketing & Self-Promotion of Artists
Learn how to best represent yourself and your artwork, and determine the right course for you. Gain the skills you need to promote your work and develop the relationships necessary to advance your career in the arts. 

Instructor: Lyndi McNulty
Total Cost: $75 (includes $30 fees)
MD senior adults pay fees only.
Course #: SBA-381-A2
Tue. & Thu., Oct. 27 & 29, 6:30 - 9:00 PM (2 sessions)
Washington Road Campus, Rm. T323

Lyndi McNulty, owner of Gizmo’s Art and Gizmo’s Art Appraiser, understands the joys and perils of owning a small business. She received her Master’s Degree from the Johns Hopkins University and her MLS in Museum Work from the University of Oklahoma.
**Pricing Strategies for Artists**

Visual artists: understand the process of pricing your artwork for the most profit. Learn how to prepare an inventory database, leverage your supplies for optimum profit and how to set rational, market sensitive prices for your art.  
*Total Cost: $75 (includes $30 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-482-A2**  
**Thu., Sep. 29 & Oct. 6, 6:30 - 9:00 PM (2 sessions)**  
Washington Road Campus, Rm. T317

**Music**

**Class Piano for Adults - Beginner**

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: Alfred’s Basic Adult Piano Course - Level 1 Lesson Book. Instructor: Kathy Novalis*  
*Total Cost: $95 (includes $95 fees); plus text*  
**MD senior adults pay fees only.**  
**Course #: MSC-036-A2B**  
**Fri., Sep. 25 - Dec. 2, 11:30 AM - 1:00 PM (10 sessions; no class 11/27)**  
Washington Road Campus, Rm. T409

**Class Piano for Adults - Continuing**

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 time for individualized help.  
*Recommended Text: Alfred’s Basic Adult Piano Course Level 1. Later the class transitions into Alfred’s Basic Piano Course Level 2, plus Classic Themes Level 2 (Alfred’s Basic Piano Library). Instructor: Kathy Novalis*  
*Total Cost: $95 (includes $95 fees); plus text*  
**MD senior adults pay fees only.**  
**Course #: MSC-037-A2B**  
**Fri., Sep. 25 - Dec. 2, 9:00 - 10:00 AM (10 sessions; no class 11/27)**  
Washington Road Campus, Rm. T409

**Class Piano for Adults: Accelerated Beginner**

Continue to work through the Alfred’s Basic Adult Piano Course, Levels 2 and 3, 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.  
*Instructor: Kathy Novalis*  
*Total Cost: $95 (includes $95 fees); plus text*  
**MD senior adults pay fees only.**  
**Course #: XXZ-368-A2**  
**Tue., Sep. 29 & Oct. 6, 6:30 - 9:00 PM (2 sessions)**  
Washington Road Campus, Rm. T317

**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. Plus, learn to play your flute in the traditional style.  
*All supplies provided. Instructor: Jeremy Wright*  
*Total Cost: $162 (includes $162 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-202-A2**  
**Mon., Nov. 2 - 23, 6:30 - 9:30 PM (4 sessions)**  
Washington Road Campus, Rm. A015


See Lifestyle section for course details.

**Ensembles**

Open by audition only. To schedule an audition, contact the Performing Arts Office at 410-386-8575.  
*All performances to be announced.*

**Guitar Ensemble**

*Total Cost: $35 (includes $35 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-354-A2P**  
**Tue., Sep. 1 - Dec. 8, 5:00 - 7:00 PM (14 sessions; no class 11/24)**  
Washington Road Campus, Rm. T411

**Jazz Choir**

*Total Cost: $35 (includes $35 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-572-A2P**  
**Mon., Aug. 31 - Dec. 7, 5:30 - 7:20 PM (14 sessions; no class 9/7)**  
Washington Road Campus, Rm. T411

**Jazz Combo**

*Total Cost: $35 (includes $35 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-110-A2P**  
**Tue., Sep. 1 - Dec. 8, 7:00 - 9:00 PM (14 sessions; no class 11/24)**  
Washington Road Campus, Rm. T411

**Rock ‘n’ Roll Ensemble**

*Total Cost: $35 (includes $35 fees)*  
**MD senior adults pay fees only.**  
**Course #: XXZ-995-A2P**  
**Wed., Sep. 2 - Dec. 9, 7:00 - 9:00 PM (14 sessions; no class 11/25)**  
Washington Road Campus, Rm. T404

**Individual Lessons**

The following applied 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 lessons. Students provide their own practice instruments. Full hour lessons are available by registering for two sections of the course.  
*Total Cost: $355 (includes $355 fees).*  
**MD senior adults pay fees only.**  
**Beginns week of Aug. 31 (14 sessions)**  
**All sessions must be completed by Dec. 14**

**Applied Percussion**

*Course #: MSC-046-A2**

**Applied Piano**

*Course #: MSC-051-A2**

**Applied Guitar**

*Course #: MSC-053-A2**

**Applied Voice**

*Course #: MSC-140-A2**

**Applied Cello**

*Course #: MSC-002-A2**

**Applied Ukulele**

*Course #: MSC-003-A2**

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**Kathy Novalis**, professional musician, singer, accompanist/performer, and teacher, has taught various private and group classes in voice and piano. She holds a B.A. in music from University of Rochester, Eastman School of Music.

**Jeremy Wright** is a multi-talented performer and artist. Born Cree from the north-west plains of Canada, he was raised Quaker in Maryland. Jeremy enjoys working in mediums from wood to watercolor to ceramics. He holds a BFA in Ceramic Arts from Ohio University.

**Carroll Community College | Continuing Education & Training | 410-386-8100 | Register at www.carrollcc.edu/instantenrollment**

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**Tuition $200… or more?**

**Pay in installments!**

Go to www.carrollcc.edu/factsplan to learn more!
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.

Total Cost: $39 (includes $39 fees)
MD senior adults pay fees only.
Course #: XXZ-358-A2 (Instructor: Daniel Humphries-Russ)
Thu., Sep. 10, 6:00 - 9:00 PM
Washington Road Campus, Rm. K127
Course #: XXZ-358-B2 (Instructor: Steve Solomon)
Sat., Sep. 12, 9:00 AM - 12:00 PM
Washington Road Campus, Rm. K127
Course #: XXZ-358-C2 (Instructor: Steve Solomon)
Sat., Sep. 19, 9:00 AM - 12:00 PM
Washington Road Campus, Rm. K133
Course #: XXZ-358-E2 (Instructor: Daniel Humphries-Russ)
Thu., Oct. 8, 6:00 - 9:00 PM
Washington Road Campus, Rm. T317

Daniel Humphries-Russ, a professional photographer with over 30 years’ experience, has worked for the “Pittsburgh Press” and was the master printmaker for Allied Photo Industries, producing marketing materials for Fortune 500 companies. Since 2008 he has concentrated on producing large format, limited edition, original fine art prints. His website is http://www.humphries-russ.com.

Steve Solomon, professional photographer and owner of S.V. Solomon Photography, brings 14 years of photography experience to his teaching to help students understand and create strong photographs, using the latest techniques.

Beyond the Snapshot: For Point and Shoot Cameras
Point! Shoot! And Presto!… great pictures! Or so you thought. Operating your camera was supposed to be easy, but you need help. Learn the difference between the Auto and Program settings and why the photo turned out too dark. Examples of everyday photo situations are given to show how to use the automatic settings. Bring your point-and-shoot digital camera and manual to this hands-on class. Prerequisite: Operating Your Digital Camera. Instructor: Sue Izard
Total Cost: $66 (includes $66 fees)
MD senior adults pay fees only.
Course #: XXZ-477-A2P
Tue., Oct. 6 & 13, 6:30 - 9:30 PM (2 sessions)
Washington Road Campus, Rm. K122

NEW! Crafting the Photograph: Basic 1
Confused about digital photography? Learn the basics of 35mm single lens reflex (SLR) photography though hands-on digital and film SLR experiences. Use your own 35 mm digital or film camera to familiarize yourself with aperture settings and shutter speed, meter functions, lenses and accessories, light and composition. Not for point-and-shoot cameras. Bring your camera to class to take photographs to discuss. Prerequisite: Operating Your Digital Camera.
Total Cost: $154 (includes $154 fees)
MD senior adults pay fees only.
Course #: XXZ-566-A2P (Instructor: Shannon Hirsch)
Wed., Nov. 4 - 23, 6:30 - 8:30 PM (7 sessions)
Washington Road Campus, Rm. K133
Course #: XXZ-566-B2P (Instructor: Daniel Humphries-Russ)
Tue., Oct. 13 - Nov. 24, 7:00 - 9:00 PM (7 sessions)
Washington Road Campus, Rm. M239

NEW! 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: Basic 1, or a basic photography class or experience with an adjustable camera. Instructor: Walt Calahan
Total Cost: $110 (includes $110 fees)
MD senior adults pay fees only.
Course #: XXZ-586-A2P
Wed., Sep. 30 - Oct. 28, 7:00 - 9:00 PM (5 sessions)
Washington Road Campus, Rm. P520

Walter P. Calahan, nationally-known freelance photographer for various advertising agencies, corporations and national magazines, brings his unique talent and 23 years of experience to his teaching.

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Exceptional Everyday Photography
Learn the elements of photographic composition by photographing everyday moments and objects. Each moment contains a wealth of opportunity for exploration and creativity. Grow in your unique creative vision. Practice the basics of photography on a local field trip. Beginners welcome. Bring your digital camera, manual, charged battery, and a flash drive to class. Prerequisite: Operating Your Digital Camera. Instructor: Carol Davis
Total Cost: $95 (includes $95 fees)
MD senior adults pay fees only.
Course #: XXZ-148-A2PT
Mon., Oct. 5 - 19, 6:30 - 8:30 PM (4 sessions; no class 10/10)
Sat., Oct. 17, 8:30 - 10:30 AM, Field Trip Washington Road Campus, Rm. T317

NEW! Lighting on a Shoestring
Great lighting can make your photography subjects shine. Learn tips and tricks on how to use existing lights, create your own “lighting landscape” for each subject and create some tools such as light modifiers from everyday objects to supplement your gear bag. Bring your digital camera, manual and battery charged. Prerequisite: Beyond the Snapshot or Crafting the Photograph: Basic 1. Instructor: Sue Izard
Total Cost: $83 (includes $83 fees)
MD senior adults pay fees only.
Course #: XXZ-865-A2MP
Tue., Oct. 27 - Nov. 10, 6:30 - 9:00 PM (3 sessions)
Washington Road Campus, Rm. P522

Sue Izard, owner of Izard Photography, followed her lifelong passion for image making and has worked with photography clients on a daily basis for the last seven years shooting weddings, family portraits, real estate, school, youth sports and product photography. Izard brings a variety of real life experiences to share in the classroom. She holds a master's degree in education and has 10 years' experience in informal and formal educational settings.

NEW! Nature Photography
Expand your experience with nature photography. Learn how to get the most from your equipment through demonstrations and class exercises in the field. Control light when photographing flowers, explore a polarizing filter and employ telephoto and wide angle lenses for the most dramatic impact. Weekend classes take place at Hashawha County Park. Be prepared to walk and carry your photographic equipment. Prerequisite: Crafting the Photograph: Basic 1. Instructor: Walter Calahan
Total Cost: $66 (includes $66 fees)
MD senior adults pay fees only.
Course #: XXZ-587-A2PT
Sat., Sep. 19 & 26, 8:30 - 11:30 AM (2 sessions)
Hashawha’s Visitor’s Building

NEW! Nikon DSLR Foundation: Settings and Functions
Learn the features and functions of your Nikon DSLR including: displays, menus, buttons and dials. Explore 3D matrix, center-weighted, spot metering, study scene modes and more. Discuss Active-D Lighting, color space and noise reduction. Compare RAW and JPEG formats. Capture images under the widest variety of conditions. Bring your Nikon D-SLR, lens or lenses, User’s Manual, formatted memory card, and charged battery to class. For Nikon D-SLR cameras only. Prerequisite: Operating Your Digital Camera. Instructor: Daniel Humphries-Russ
Total Cost: $33 (includes $33 fees)
MD senior adults pay fees only.
Course #: XXZ-588-A2P
Thu., Oct. 22, 6:30 - 9:00 PM Washington Road Campus, Rm. T317

Tuition $200… or more?
Go to www.carrollcc.edu/factsplan to learn more!

Sue Izard, owner of Izard Photography, followed her lifelong passion for image making and has worked with photography clients on a daily basis for the last eight years shooting weddings, family portraits, real estate, school, youth sports and product photography. She brings a variety of real life experiences to share in the classroom. She holds a master’s degree in education and has 10 years’ experience in informal and formal educational settings.
Photography Series

Track 1 or Track 2…
Which is right for you?

Track 1: Point & Shoot Cameras
You want to:
- Buy the best automatic digital camera for your needs
- Learn how to use your digital camera
- Take interesting pictures of family, friends and special events with your camera’s automatic “program” settings.

Take these courses:
- Operating your Digital Camera
- Beyond the Snapshot

Track 2: SLR Cameras
You want to:
- Buy the best SLR digital camera for your needs
- Learn how to use your SLR digital or film camera
- Develop substantial skills in photography using the settings and exposure metering options of your adjustable camera
- Explore personal directions in photography

Take these courses:
- Operating your Digital Camera
- Crafting the Photograph: Basic 1
- Crafting the Photograph: Level 2

Specialty Courses:
You want to:
- Use and expand your basic skills
- Explore your personal passion in photography
- Experiment with a special area of photography
- Learn new and exciting technical skills
- Move into the alternative realm of digital imaging, using Photoshop

New specialty courses are offered every term!

HEALTH AND WELLNESS

Body and Mind

NEW! Awareness Through Movement:
Connecting from Head to Toe

Twisting the wrist, turning the head and lifting can be difficult either through age, injury or the stress of living. Reclaim the ease of these movements with the Feldenkrais Method®. Whether you wish to sit more comfortably at your computer, garden without aching knees and back, or improve performance in a sport or job, these lessons can improve your ability to move with ease. Appropriate for any level of fitness; participants must be able to lie on the floor and bend the knees. Instructor: Jen Eaton
Total Cost: $59 (includes $59 fees)
MD senior adults pay fees only.
Course #: XXZ-55B-A2
Tue., Sep. 29 - Nov. 17, 6:00 - 7:00 PM (8 sessions)
Washington Road Campus, Rm. M157

Jen Eaton is a writer, real estate owner, Feldenkrais practitioner, operator-of-the-household and finds that the Feldenkrais Method® of movement helps her navigate her many demands. She is a Guild Certified Feldenkrais Practitioner, having completed the Guild’s 4-year/800-hour training.

Biomarkers of Aging: Turning Back Time

Learn to recognize 10 physiological factors associated with aging. These biomarkers of aging are controllable, regardless of your age or present health. Discover techniques to help you feel healthy at any age, help double your energy and feel terrific. Instructor: Anne Marie Parish
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XXZ-817-A2
Tue., Nov. 3, 6:30 - 8:30 PM
Washington Road Campus, Rm. N205

Anne Marie Parish, a Health Educator with a master’s degree in Health Education/Exercise Physiology, has 20 years’ experience encouraging students to modify lifestyle habits improving health and wellness. Previously with the Pentagon Fit to Win program, she taught patient education and employee wellness as well as being a speaker, writer, and facilitator on health topics.

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. Instructor: Syeda Khan
Total Cost: $87 (includes $87 fees)
MD senior adults pay fees only.
Course #: XXZ-862-A2
Sat., Oct. 10 - Nov. 14, 9:00 - 10:30 AM (6 sessions)
Washington Road Campus, Rm. P527

Syeda Khan is a certified yoga instructor specializing in therapeutic yoga, meditation and chair yoga, which helps students to go deeper in their poses. Syeda has taught abroad and currently teaches locally and privately. She demonstrates meditation, massage, breathing exercises and poses that encourage relaxation, peace and harmony.

Healthy Backs for Life

Care for your back and reduce chances of back pain. Find ways to adjust your posture for the better. Understand the guidelines for strength, flexibility and abdominal exercises. Classroom demonstration focuses on abdominal exercise and stretching. Review methods to deal with stress that can improve your back health. Adjust your work and life spaces to meet ergonomic guidelines. Wear loose-fitting clothes. Instructor: Anne Marie Parish
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XXZ-305-A2
Tue., Oct. 6, 6:30 - 8:30 PM
Washington Road Campus, Rm. N205

NEW! The Wisdom in the Second Half of Life:
Living Life with Meaning

Many of us are entering and enjoying the second half of our lives. These years extend the blessings and sometimes challenges of life. Explore new frontiers and new ways to deepen experiences. Add dimension to these precious years. Class discussion based on Angeles Arrien’s book: The Second Half of Life: Opening the Eight Gates of Wisdom: Increase creativity, integrity and awareness as we journey together. Instructor: Jeanne Deignan-Kosmides
Total Cost: $55 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: PDE-978-A2B
Fri., Oct. 2 & 9, 10:00 AM - 12:30 PM (2 sessions)
Washington Road Campus, Rm. M157
Yoga & The Healing Chakras

Chakras are the major energy centers within our bodies. “Chakra” is a Sanskrit word that translates as “spinning wheel.” Each of the seven main chakras is linked to a different endocrine gland, color, sound and bodily function. Learn how to tone and balance each chakra for better health. Wear loose-fitting clothes and bring a yoga mat and blanket to class. Instructor: Jeanne Deigman-Kosmides
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XXZ-956-A2
Fri., Oct. 23, 10:00 AM - 12:00 PM
Washington Road Campus, Rm. M157

Jeanne Deigman-Kosmides, with almost 30 years’ experience in meditation, yoga, nutrition and alternative healing, brings a broad and unique quality of experience, knowledge and nurturing support to her meditation and yoga workshops. As a Certified Advanced Kripalu Yoga Instructor, Deigman-Kosmides brings a supportive, individual approach to teaching meditation and yoga meeting each person’s unique needs especially for restorative purposes.

Tai Chi

The gentle, slow and energizing movements of Tai Chi have been shown to increase concentration and awareness, improve balance and flexibility, and provide greater vitality and overall health. The Tai Chi Fundamentals class will focus on basic concepts and movements and learning the 24-posture Yang style short form. Intermediate and advanced students will learn more advanced energy exercises and forms as well as applications of the various movements.

NEW! 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. Instructors: Bill Whittenon and Linda Albright
Total Cost: $79 (includes $79 fees)
MD senior adults pay fees only.
Course #: XXZ-155-A2
Thu., Sep. 24 - Nov. 12, 7:15 - 8:15 PM (8 sessions)
Washington Road Campus, Rm. P527

Bill Whittenon, with over 13 years studying Tai Chi, has attended workshops in San Shou, worked with silk reeling exercises, and Qi Gong breathing. Bill is proficient in the Jang 24 form and has studied the Jang short form and Chen short form as well.

Linda Albright has been studying Tai Chi since 1999. As a Speech and Language Pathologist with Baltimore County Public Schools, she worked and taught for 26 years. Linda’s expertise in Tai Chi comes from her years of study with Jerry Diamond and workshops in San Shou and Shiba Luohangong.

NEW! Tai Chi: Intermediate/Advanced

Refine the 24-posture Yang form and learn more advanced exercises and forms including the 18 set Luo Han, push hands, the two-person San Shou form, and introduction to Chen form, Yang style Tai Chi Sword form, and the Shanghai Double Dragon Tai Chi form. Practice principles of two-person applications of the movements as well as Tai Chi healing meditation work such as the Rising Lotus Medical Qi Gong form.
Prerequisite: Mastery of the 24-posture Yang form. Instructor: Jerry Diamond
Total Cost: $79 (includes $79 fees)
MD senior adults pay fees only.
Course #: XXZ-156-A2P
Thu., Sep. 24 - Nov. 12, 7:30 - 8:30 PM (8 sessions)
Washington Road Campus, Rm. P527

Jerry Diamond has been practicing Taiji (Tai Chi) for over 30 years and teaching to all ages since 1984 and the college since 1999. For the past several years, Jerry judged the Chinese Kuoshu Martial Arts Tournament in Hunt Valley. His classes emphasize the principles of Taiji with the goal of improving health, flexibility, focus and balance.

QI Gong

Qi Gong means energy work. Emotions and physical traumas can reside in the muscles and tissue as well as the mind. Experience a moving meditation with sound, color and energy to balance the Qi and let it flow freely. Qi Gong is a way to acknowledge this and allow the body to release stress, toxins and other negative impacts of our lives. Requirements: Loose clothing, open mind, yoga mat optional.
Instructor: Joshua Dell
Total Cost: $79 (includes $79 fees)
MD senior adults pay fees only.
Course #: XXZ-294-A2
Sat., Sep. 26 - Nov. 14, 11:00 - 12:00 PM (8 sessions)
Washington Road Campus, Rm. P527

Joshua Dell graduated therapist level from the International Institute of Medical Qi Gong in Gettysburg, Pennsylvania, and has been working in health and wellness for more than 20 years. Dell has taught Qi-Gong with the East Coast Institute of Medical Qi-Gong & Healing Arts. His other areas of study include massage, acupressure, and Tai Chi.

Fitness

Aerobic Dancing

Offers a progressive multi-level course professionally choreographed for the “non dancer” by Jackie Sorensen. Exercise at your own level (walk, jog or run) as you firm and tone muscles, strengthen your cardiovascular system, burn calories, reduce stress and socialize with friends. Programs are medically tested for your safety.
Instructor: Nancy Brett
Total Cost: $105 (includes $105 fees)
MD senior adults pay fees only.
Course #: XXQ-979-A2
Mon. & Wed., Sep. 9 - Dec. 9, 6:00 - 7:00 PM (25 sessions; no class 10/5 & 11/25)
Washington Road Campus, Rm. P527

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Health and Wellness

It’s a Real Deal!

Continuing Education Classes on Location at Senior Centers!

<table>
<thead>
<tr>
<th>Senior Center</th>
<th>Programs</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt. Airy Senior Center</td>
<td>Better Health Wellness for Senior Adults</td>
<td>410-795-1017</td>
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<td>Drawing &amp; Painting</td>
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<td></td>
<td>Spanish Language &amp; Culture</td>
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<tr>
<td>North Carroll Senior Center</td>
<td>Introduction to Computers for Seniors:</td>
<td>410-386-3900</td>
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<tr>
<td></td>
<td>Beginning &amp; Intermediate</td>
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<tr>
<td>South Carroll Senior Center</td>
<td>Introduction to Computers for Seniors:</td>
<td>410-386-3700</td>
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<td>Beginning &amp; Intermediate</td>
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<td>The Art of Pottery</td>
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<tr>
<td>Taneytown Senior Center</td>
<td>Better Health Wellness for Senior Adults</td>
<td>410-386-2700</td>
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<tr>
<td>Westminster Senior Center</td>
<td>Drawing &amp; Painting</td>
<td>410-386-3850</td>
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<td>Better Health Wellness for Senior Adults</td>
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<td>Westminster Senior Center</td>
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Each course is only $25 for Maryland adults age 60 or older.

Computer classes are $45.

Call the individual senior center for course and schedule details and to register.

Self Defense for Women

Everyone has the right to defend themselves. Learn how not to be the victim. Gain basic skills to help defend yourself and go through some simple scenarios to develop safe habits. Discover how you can strike, escape grabs, defend against choking and improve your personal safety. Instructor: Debra McCarron

Total Cost: $39 (includes $39 fees)

MD senior adults pay fees only.

Course #: XXZ-340-A2
Wed., Oct. 28, 6:00 - 9:00 PM
Washington Road Campus, Rm. M157

Debra McCarron holds her Fourth Degree Black Belt in Taijutsu and a Blue Belt in Brazilian Jiu-Jitsu. She is the Operations Manager and a Black Belt instructor at Tri Star Martial Arts. Debra holds certifications in group fitness, cardio kickboxing and personal training.

ACE Certification for Personal Fitness Trainer

See Occupational Training/Personal Trainer section for course details.

Y of Central Maryland

Body Sculpt

This muscle conditioning class increases muscular strength and endurance by challenging all the major and minor muscle groups through the utilization of free-weights, dyna-bands, body bars and/or stability balls. All classes held at the Y of Central Maryland in Westminster.

Total Cost: $75 (includes $75 fees)

MD senior adults pay fees only.

Course #: XXZ-382-A2M
Mon. & Wed., Aug. 31 - Oct. 19, 4:30 - 5:20 PM (14 sessions; no class 9/7)

Course #: XXZ-382-B2M
Tue. & Thu., Sept. 1 - Oct. 15, 6:00 - 6:50 AM (14 sessions)

Course #: XXZ-382-C2M
Mon. & Wed., Oct. 26 - Dec. 9, 4:30 - 5:20 PM (14 sessions)

Course #: XXZ-382-D2M
Tue. & Thu., Oct. 27 - Dec. 15, 6:00 - 6:50 AM (14 sessions; no class 11/26)

Everfit for Seniors

Practice movements that increase joint mobility, balance, strength, flexibility and general fitness education for active older adults. All classes held at the Y of Central Maryland in Westminster.

Total Cost: $60 (includes $60 fees)

MD senior adults pay fees only.

Course #: XXZ-400-A2M
Tue. & Thu., Sep. 1 - Oct. 15, 11:25 AM - 12:15 PM (14 sessions)

Course #: XXZ-400-B2M
Tue. & Thu., Oct. 27 - Dec. 15, 11:25 AM - 12:15 PM (14 sessions; no class 11/26)

Water Fitness

Enjoy the benefits of reduced impact and added resistance with water-based exercise. This is a cardiovascular and muscle conditioning workout that’s done in the pool and is easily adapted to all fitness levels. All classes held at the Y of Central Maryland in Westminster.

Total Cost: $69 (includes $69 fees)

MD senior adults pay fees only.

Course #: XXZ-299-A2M
Mon. & Wed., Aug. 31 - Oct. 19, 9:00 - 10:00 AM (14 sessions; no class 9/7)

Course #: XXZ-299-B2M
Mon. & Wed., Aug. 31 - Oct. 19, 8:00 - 9:00 PM (14 sessions; no class 9/7)

Course #: XXZ-299-C2M
Mon. & Wed., Oct. 26 - Dec. 9, 9:00 - 10:00 AM (14 sessions)

Course #: XXZ-299-D2M
Mon. & Wed., Oct. 26 - Dec. 9, 8:00 - 9:00 PM (14 sessions)

Zumba

Zumba is a fusion of body sculpting movement with easy-to-follow dance steps to the tune of Latin and International music. Features aerobic/fitness interval training, instructed by a Zumba certified instructor. All classes held at the Y of Central Maryland.

Total Cost: $50 (includes $50 fees)

MD senior adults pay fees only.

Course #: XXZ-078-A2M
Tue., Sep. 1 - Oct. 13, 6:20 - 7:20 PM (7 sessions)

Course #: XXZ-078-B2M
Tue., Oct. 27 - Dec. 8, 6:20 - 7:20 PM (7 sessions)
NEW! Alexander the Great
Alexander the Great is still considered to be one of the most accomplished military leaders and strategists in the history of the world. Follow his growth under the tutelage of a powerful king, his father Philip of Macedon; as he inherits the title after Philip’s death; and his plans and operations to conquer Asia and seek revenge against the Persians for the burning of Athens during the Persian wars in 480 B.C.E. Instructor: Chris Tallevast
Total Cost: $39 (includes $39 fees) MD senior adults pay fees only.
Course #: XXZ-257-A2
Wed., Oct. 14, 6:30 - 9:30 PM Washington Road Campus, Rm. K129

Chris Tallevast, holds an M.A. in Military History from Norwich University. Tallevast is a popular instructor at Carroll Community College and the Community College of Baltimore County. He is passionate about the Early Republic and military history especially the War of 1812 and the Civil War.

America in Depression & War: 1929-1945
Survey two cataclysmic events of the twentieth century, the Great Depression and World War II and the transforming effects both had on the United States. Review the Great Crash, the economic collapse, New Deal reforms, and the military triumph over totalitarianism. Focus on how the experiences of both leaders and average citizens in dealing with these crises changed the nation’s outlook on politics, society and the world around us as we developed into a world superpower and entered the Atomic Age. Instructor: Dr. Robert Young
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: PDE-951-A2B
Tue. & Thu., Sep. 1 - Dec. 10, 12:30 - 2:50 PM (29 sessions; no class 11/26) Washington Road Campus, Rm. M056

Dr. Robert Young, a favorite history professor at Carroll for 12 years, is the author of “Senator James Murray Mason: Defender of the Old South.” A northerner, with a southern specialty at the University of Maryland, he earned a PhD in American Diplomatic History.

NEW! The “Big Four” and the Beginnings of Philanthropy in 19th Century Baltimore
Explore the beginnings of philanthropy in Baltimore. Examine Baltimore’s “Big Four”: George Peabody, Enosh Pratt, William and Henry Walters, and Johns Hopkins through their lives, business success and gifts to Baltimore. Peek at the other philanthropists of the period including Mary Elizabeth Garrett, Harriet Lane Johnston, Moses Sheppard, John Franklin Goucher and John McDonough. They never forgot the city, and their gifts are still enjoyed by Baltimoreans today. Instructor: Wayne Schaumburg
Total Cost: $30 (includes $30 fees) MD senior adults pay fees only.
Course #: XXZ-589-A2
Wed., Sep. 23, 7:00 - 9:00 PM Washington Road Campus, Rm. K116

Wayne R. Schaumburg, a Baltimore native, holds an M.A. in History from Morgan State University, and an MLA from Johns Hopkins University. He is an adjunct for Towson University, Johns Hopkins University, and Notre Dame of Maryland University. Schaumburg has been giving tours and illustrated lectures on Baltimore history for more than 30 years.

NEW! Women and the Family in American History to 1876
Survey the first section of American History from the view of women, children, families and working class Americans. Explore how the larger events of American political history affected the everyday lives of Americans in their homes, schools and workplaces. Topics include the rise of the social safety net, child labor, women’s rights, and the social impact of the rise of America as a world power. Explore the unique impact on the lives of families during the American Revolution, through the American Civil War and reconstruction. Instructor: Kate Fanning
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: PDE-974-A2B
Mon. & Wed., Aug. 31 - Dec. 9, 3:30 - 4:50 PM (28 sessions; no class 9/7 & 11/25) Washington Road Campus, Rm. K127

Kate Fanning, a full-time faculty member at Carroll, is a graduate of the College of Notre Dame University, the oldest women’s college in Maryland still operating as a woman’s college. She holds a Master’s Degree in Liberal Arts, with a focus on American Political Ideology.

History of the Civil War
NEW! The Civil War in Carroll County
The Civil War raged from April, 1861 until April, 1865 and during that time Carroll County was in the middle of some of the most critical campaigns of that war. Explore the mustering of the troops, civilian tales, the passing of armies through the county and the skirmishes those men fought from Manchester to Sykesville, from Mt. Airy to Harney, and everywhere in between during an important period in the history of Carroll County. Instructor: Philipp Musckett
Total Cost: $39 (includes $30 fees) MD senior adults pay fees only.
Course #: XXZ-048-A2
Thu., Nov. 12, 6:30 - 9:30 PM Washington Road Campus, Rm. K129

Philip Musckett, a Gettysburg Licensed Battlefield Guide, is a graduate of American Military University, with a Master’s Degree in Military Studies. He is a passionate amateur historian with a love for the American Civil War. He has authored several articles for Military History Online.

The Era of the American Civil War
Survey the major political, economic, social and cultural trends in the United States from 1840 to 1877. Focus on the growing differences between the societies of the North and South, the partisan debates leading to the American Civil War, the war itself and the shattering impact on the country, culminating with the struggles over reconstruction the union. Instructor: Stefanie Strosnider
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: PDE-900-A2B
Tue. & Thu., Sep. 1 - Dec. 10, 5:00 - 6:20 PM (29 sessions; no class 11/26) Washington Road Campus, Rm. M060

Stefanie Strosnider holds a M.A. in American History from James Madison University and is working toward a Ph.D. in American Studies at The Pennsylvania State University. Previously, Strosnider performed curatorial work at Gettysburg National Military Park and Eisenhower National Historic Site. Her areas of expertise are 19th century military history, early 20th century American religious history, and 1950s popular culture
Lecture Series with David Booz
Join instructor David Booz as he explores the many facets of the Civil War. David is a passionate educator and Civil War historian of 45 years, sought after consultant on numerous Civil War TV and movie projects and local Civil War activist, who frequently presents to groups interested in the Civil War.

NEW! Marylanders in the Confederacy
Maryland did not secede from the Union in 1861 but many Marylanders were on the side of the South. These men fulfilled many roles in the Southern war effort. Marylanders served in all branches of the Confederate military system with distinction. Find out how well Maryland helped the Confederacy. 
Total Cost: $39 (includes $39 fees)
MD senior adults pay fees only.
Course #: XXZ-193-A2
Thu., Sep. 17, 6:30 - 9:30 PM
Washington Road Campus, Rm. M157

NEW! Artillery in the Civil War
Artillery is often called the queen of the battlefield. Was it really the dominating factor in Civil War battles? One focus is on the types of guns used in the war and how the men were trained who serviced them. Find out where the cannons of the war were produced. Many Civil War enthusiasts know a lot about the muskets used in the war - now find out about the big guns!
Total Cost: $39 (includes $39 fees)
MD senior adults pay fees only.
Course #: XXZ-106-A2
Thu., Oct. 22, 6:30 - 9:30 PM
Washington Road Campus, Rm. M157

NEW! Abraham Lincoln and Gettysburg
On November 19, 1863, Abraham Lincoln delivered one of the most famous speeches in Western history. In a few minutes Lincoln made it clear why the North was fighting and why it had to stay the course. His speech impacted the war effort and has lived on for the last 152 years. See how and why this speech had such an impact and if it still speaks to us today.
Total Cost: $39 (includes $39 fees)
MD senior adults pay fees only.
Course #: XXZ-199-A2
Thu., Nov. 19, 6:30 - 9:30 PM
Washington Road Campus, Rm. M157

World View
Being Human: the Future of Our Kind
Where is humankind headed in the next ten, hundred, thousand years? Possibilities of how we live, eat, work, and play; how energy, health care, and housing needs are met will be explored. Examine the greatest challenges of the future from the perspectives of social science and the humanities through lively discussions and an opportunity for you to engineer a hypothetical human society of the future. Instructor: Julie Castillo
Total Cost: $79 (includes $30 fees)
MD senior adults pay fees only.
Course #: PDE-944-A2
Mon., Nov. 2 - 23, 12:00 - 2:00 PM (4 sessions)
Carroll Lutheran Village

Know Thyself: 12 Ways to View What’s Unique About You
“Know Thyself”, the Oracle of Delphi advises. In a thought-provoking way, investigate the most fascinating being on the planet - you! Discover a kaleidoscope of self-knowledge tools from around the globe and across time, from psychology, mythology, and literature to spiritual practices and religious traditions. Discover where you fit in the Myers-Briggs personality matrix, locate your position among Maslow’s Hierarchy of Needs, meet your Native American totem animal, and much more.
Instructor: Julie Castillo
Total Cost: $79 (includes $30 fees)
MD senior adults pay fees only.
Course #: PDE-955-A2
Tue. & Thu., Sep. 1 - Dec. 10, 11:00 AM - 12:20 PM (29 sessions; no class 11/26)
Washington Road Campus, Rm. K128

NEW! Philosophy and Cancer
Explore an understudied aspect of the experience of cancer and other life-altering, life-threatening conditions. People with cancer face a distinctly philosophical task: seeking meaning when one’s world has been torn apart. Explore the task of seeking meaning in the midst of the crisis of loss of personal and social identity. This includes self-blame, isolation, depersonalization, cultural myths that stigmatize, possible disability, distress from disease, the menace of recurrent disease and mortality, and unexpected challenges of survivorship. Focus on seeking meaning in the midst of experience that offers few ready answers. Class is geared toward people who have experienced cancer and those who care for them professionally and personally, however no personal experience on the part of students will be assumed. Instruction: Donald Hoepfer
Total Cost: $372 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: PDE-977-A2B
Tue. & Thu., Sep. 1 - Dec. 10, 11:00 AM - 12:20 PM (29 sessions; no class 11/26)
Washington Road Campus, Rm. K128

Donald Hoepfer, Associate Professor of Philosophy, has been at Carroll since 1999, and holds an MA in Philosophy from the Pennsylvania State University. Hoepfer’s teaching style is spontaneous and conversational. His professional focus is on the application of philosophical exploration in the areas of our practical lives that most matter to us.
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.
Instructor: Charlene Handley-Vandusen
Total Cost: $144 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-202-A2B
Thu., Sep. 17 - Oct. 22, 6:00 - 8:30 PM (6 sessions)
Washington Road Campus, Rm. K127

ASL: Level 2
Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.
Instructor: Charlene Handley-Vandusen
Total Cost: $144 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-248-A2B
Thu., Oct. 29 - Dec. 10, 6:00 - 8:30 PM (6 sessions)
Washington Road Campus, Rm. K127

Charlene Handley-Vandusen holds a Master’s Degree in Deaf Education from Western Maryland College (now McDaniel College) and has been teaching ASL in Carroll County Public Schools, teaching private classes, tutoring, and interpreting since 1992. Many of her students have gone on to pursue careers in interpreting and other jobs working with deaf people.

NEW! Elementary French 1
Basic French is for students with little or no knowledge of the language. Gain a solid foundation in the four language skills: listening, reading, writing, and speaking, as well as grammar.
Instructor: Rachael Wentz
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-266-A2B
Tue. & Thu., Sep. 7 - Dec. 10, 5:00 - 6:20 PM (29 sessions; no class 11/26)
Washington Road Campus, Rm. K223

Rachael Wentz, an experienced French teacher, taught many years at Westminster High School and currently teaches at Carroll Community College. She enjoys sharing her knowledge of the French language and culture.

NEW! Elementary German 1
Basic German is for students with little or no knowledge of the language. Gain a solid foundation in the four language skills: listening, reading, writing, and speaking, as well as grammar.
Instructor: Gabriele Miller
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-267-A2B
Tue. & Thu., Sep. 1 - Dec. 10, 2:00 - 3:20 PM (29 sessions; no class 11/26)
Washington Road Campus, Rm. K233

Gabriele Miller is a native of Germany, with 15 years of teaching experience in various levels, age groups, and teaching approaches. She teaches with passion, enthusiasm and innovation integrating the German culture and language.

Italian: Basic 1
Benvenuti! Learn to appreciate the charm of Italian culture through the study of the Italian language.
Instructor: Simone Haslauer
Total Cost: $199 (includes $34 fees)
MD senior adults pay fees only.
Course #: FLC-193-A2
Tue., Sep. 15 - Nov. 3, 6:30 - 9:00 PM (8 sessions)
Washington Road Campus, Rm. A125

Italian: Basic 2
A conversational approach builds vocabulary and speaking skills, while further cultural elements are presented. Instructor: Simone Haslauer
Total Cost: $149 (includes $30 fees)
MD senior adults pay fees only.
Course #: FLC-213-A2
Tue., Nov. 10 - Dec. 15, 6:30 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. K127

Simone Haslauer loves the students every time with her exuberant teaching and organized approach. Students comment that Haslauer is “...fantastic” and “...one of the best teachers I’ve ever had!” A native of Austria, she brings her direct experience of these regions to the classroom to keep everyone engaged and interested.

Basic Spanish
Say hola to the Spanish-speaking world as you discover the language and culture of 333 million people worldwide! Whether you are traveling or in contact with Spanish speakers in the US, learn the essentials you need to understand and be understood. Required text used in all Basic courses.
Instructor: Sarah Millman
Total Cost: $195 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-103-A2B
Tue. & Thu., Sep. 22 - Nov. 12, 6:30 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. P520

Spanish: Basic 2
¿Qué más? We’ve got more! More verbs! More vocabulary! More opportunities to use Spanish in daily situations! Same text as Basic Spanish.
Instructor: Sarah Millman
Total Cost: $149 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: FLC-208-A2B
Tue. & Thu., Oct. 27 - Nov. 12, 6:30 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. P520

Sarah Millman has a Masters in Spanish from Middlebury College and a Masters in Teaching from Johns Hopkins University. She has been teaching Spanish for more than eight years on the high school and college levels. Millman uses her experience of living and studying abroad in both Spain and Mexico to inform and enliven her classes.

English for Speakers of Other Languages (ESOL)
See Test and Academic Skills Preparation/English for Speakers of Other Languages (ESOL) section for course details.

Online Courses
Speed Spanish
Speed Spanish 2
Speed Spanish 3
Beginning Conversational French
For more info go to www.ed2go.com/carrollcc.
LIFESTYLE AND POPULAR CULTURE

NEW! Beatlemania: The Final Years and the End of the Dream (1967-1970)

1966: the Beatles stop touring and focus on writing and recording. And the Fab Four make some of their best music, like Sgt. Pepper’s Lonely Hearts Club Band. Inner squabbles, management and financial troubles contributed to the 1970 implosion. Explore their catalog of music from 1967 - 1970. Discover the course they set for rock music that followed. Discuss the impact they had - and still do. Analyze the causes of the break-up. Understand better the Beatles shaping the 1960s and their lasting legacy.

Instructor: Paul Ruehs
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-094-A2
Thu., Oct. 1, 6:30 - 9:30 PM, and Sat., Oct. 3, 8:30 AM - 12:00 PM (2 sessions)
Carroll County Career and Technology Center

NEW! Dessert University

Discover simple and elegant mouthwatering desserts. Learn the basics then practice making uncomplicated fruit desserts, Silky puddings & custards and delectable Crepes with luscious fillings. Hands-on course. Instructor: Greg Hutsell
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-095-A2
Thu. Dec. 3, 6:30 - 9:30 PM, and Sat., Dec. 5 8:30 AM - 12:00 PM (2 sessions)
Carroll County Career and Technology Center

NEW! Holiday Hors Devours

Wake up your holiday get together with mouthwatering hors devours. Make a variety of party starters to go with the holiday spirit. Hands-on class. Instructor: Tim Norwood
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-099-A2
Thu., Nov. 12, 6:30 - 9:30 PM
Carroll County Career and Technology Center

Gourmet Secrets

Take your cooking to the next level with tips and tricks from the professionals. Discover the secrets of gourmet cuisine and dazzle family and friends with your culinary skill! Bring your apron as you will be working in the kitchen testing a variety of techniques. Hands-on course. Instructor: Tim Norwood
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-053-A2
Tue., Oct. 20 & 27, 6:30 - 9:30 PM (2 sessions)
Carroll County Career and Technology Center

NEW! Advanced Sauces

Go beyond the ordinary. Start with the five Mother Sauces Béchamel, Veloute, Espagnole, Tomato and Hollandaise and transform them into specialty compound sauces such as Demi-Glace, Chasseur (Hunters Sauce), Béarnaise, Creole, Sauce Supreme, and Sauce Newburg. Hands-on course. Instructor: Greg Hutsell
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-097-A2
Sat., Sep. 26, 8:30 AM - 12:30 PM
Carroll County Career and Technology Center

NEW! Holiday Entrées

Discover 3 show stopping entrees that can be prepped ahead for easy holiday entertaining. You’ll never have dry turkey again once you’ve tried Roast Stuffed Turkey Roulade and Red Wine Braised Turkey Legs and Thighs. For later holidays try a British favorite, Standing Rib Roast with Yorkshire Pudding and Jus or slow roasted Citrus cured Salmon. Hands-on class. Instructor: Greg Hutsell
Total Cost: $104 (includes $104 fees)
MD senior adults pay fees only.
Course #: XCO-096-A2
Thu. Nov. 5 6:30 - 9:30 PM, and Sat., Nov. 7, 8:30 AM - 12:30 PM (2 sessions)
Carroll County Career and Technology Center

NEW! Holiday Desserts

Discover 3 show stopping entrees that can be prepped ahead for easy holiday entertaining. You’ll never have dry turkey again once you’ve tried Roast Stuffed Turkey Roulade and Red Wine Braised Turkey Legs and Thighs. For later holidays try a British favorite, Standing Rib Roast with Yorkshire Pudding and Jus or slow roasted Citrus cured Salmon. Hands-on class. Instructor: Greg Hutsell
Total Cost: $104 (includes $104 fees)
MD senior adults pay fees only.
Course #: XCO-096-A2
Thu. Nov. 5 6:30 - 9:30 PM, and Sat., Nov. 7, 8:30 AM - 12:30 PM (2 sessions)
Carroll County Career and Technology Center

NEW! Grilled Pizza Workshop

Its pizza, but all grown up! Make piping hot gourmet pizza right on your own grill. Walk through the steps of making dough from scratch and discover the secrets for forming and grilling. Set up a variety of toppings from classic to unique, assemble the ‘pies’, grill and dig in! Hands-on class. Instructor: Tim Norwood
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-097-A2
Sat., Oct. 10, 8:30 AM - 12:30 PM
Carroll County Career and Technology Center

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Course #: XCO-096-A2
Thu. Nov. 5 6:30 - 9:30 PM, and Sat., Nov. 7, 8:30 AM - 12:30 PM (2 sessions)
Carroll County Career and Technology Center

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Go beyond the ordinary. Start with the five Mother Sauces Béchamel, Veloute, Espagnole, Tomato and Hollandaise and transform them into specialty compound sauces such as Demi-Glace, Chasseur (Hunters Sauce), Béarnaise, Creole, Sauce Supreme, and Sauce Newburg. Hands-on course. Instructor: Greg Hutsell
Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-097-A2
Sat., Oct. 10, 8:30 AM - 12:30 PM
Carroll County Career and Technology Center

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Course #: XCO-096-A2
Thu. Nov. 5 6:30 - 9:30 PM, and Sat., Nov. 7, 8:30 AM - 12:30 PM (2 sessions)
Carroll County Career and Technology Center

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Total Cost: $99 (includes $99 fees)
MD senior adults pay fees only.
Course #: XCO-097-A2
Sat., Oct. 10, 8:30 AM - 12:30 PM
Carroll County Career and Technology Center
Wine
All classes, all new wines...always!

The Art of the Blend
It is often said that the whole is greater than the sum of its parts. This tasting adventure will focus on classic reds and whites that take their identity from places or fanciful monikers rather than individual grapes. Get ready to make some new friends! Students must be 21 years of age. Instructor: Bernie Vogel
Total Cost: $89 (includes $89 fees)
MD senior adults pay fees only.
Course #: XCO-089-A2
Wed., Oct. 29, 6:30 - 9:00 PM
Kismet Cafe, Eldersburg

Maryland Wines
Known as the “Land of Pleasant Living”, Maryland is home to a wide variety of grapes and wines that are putting the wines of the Old Line State on the viticulture map as well as the table! Take a look at the producers and people behind our growing wine industry and the wines they make. Students must be 21 years of age. Instructor: Bernie Vogel
Total Cost: $89 (includes $89 fees)
MD senior adults pay fees only.
Course #: XCO-088-A2
Wed., Sep. 16, 6:30 - 9:00 PM
Kismet Cafe, Eldersburg

Sweets and Stickies
Sweets demand specific wines to enhance the flavor pairings. Expand your wine tasting horizons and learn to enjoy and serve wines that go with dessert, cheese and chocolate. You may be surprised! Students must be 21 years of age. Instructor: Bernie Vogel
Total Cost: $45 (includes $45 fees)
MD senior adults pay fees only.
Course #: XCO-038-A2
Wed., Dec. 2, 6:30 - 9:00 PM
Jeannie Bird Baking Company, Westminster

Wine and Cheese Pairing
Milk and cookies. Crabs and beer. Wine and cheese! Why do certain foods just taste better when enjoyed together? Come along on a “think global – drink global – eat global” adventure and explore the delicious world of wine and cheese, as well as rules and tips for buying, serving and matching. Students must be 21 years of age. Instructor: Bernie Vogel
Total Cost: $89 (includes $89 fees)
MD senior adults pay fees only.
Course #: XCO-061-A2
Wed., Nov. 11, 6:30 - 9:00 PM
Jeannie Bird Baking Company, Westminster

Wines of France
Embark on a flavorful journey to the center of the ‘winosphere’, where you will taste and discover the roots and traditions of old world wine culture, past and present. Bordeaux, Chablis, Cabernet and Chardonnay... Oh la’ la’. Students must be 21 years of age. Instructor: Bernie Vogel
Total Cost: $229 (includes $229 fees)
MD senior adults pay fees only.
Course #: XCO-056-A2
Wed., Sep. 30 - Oct. 14, 6:30 - 9:00 PM (3 sessions)

Bernie Vogel began his wine education while in his early 20's. He is a Certified Sommelier and has been teaching at Carroll since 2011. He has been in professional fine wine sales and distribution for over 20 years and is currently a Fine Wine Specialist with the Republic National Distributing Company.

Home

The House Doctor Series with Don West
Take one or more of these Home Fix-It classes with instructor Don West, President of Double Diamond Construction. He brings his expertise, humor and vast experience to each class. West specializes in renovating houses and is a local leader in aspects of the green building and construction.

Plumbing Know How
Tired of the drip, drip of the faucet or a clogged drain? Learn essential plumbing basics you can do yourself. Some topics include repairing and replacing faucets, unclogging drains and toilet repair. Do it yourself. Do it right. And save money!
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XZX-649-A2
Tue., Oct. 6, 7:00 - 9:00 PM
Washington Road Campus, Rm. PS22

Electrical Know How
All wired up to improve your home? Safely fix things including basic wiring, changing switches and receptacles, installing light fixtures, and re-wiring old fixtures. Save money by doing it yourself. Learn how to resolve common electrical repair problems.
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XZX-651-A2
Tue., Oct. 13, 7:00 - 9:00 PM
Washington Road Campus, Rm. M157

Winterizing Tips for the Home
Remember last winter and the havoc it brought? Make preparations now to be ready for what this winter has in store. Learn about the essentials: weather stripping doors and windows, caulking, insulation, moisture control, drafts, and energy efficiency. Strategize and learn what crucial areas to concentrate on with a practical plan of action and new skills.
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XZX-944-A2
Tue., Oct. 27, 7:00 - 9:00 PM
Washington Road Campus, Rm. M157

Garden

Gardening with Native Plants
Create an attractive garden that supports our region’s ecosystem. Explore which native plants (trees, shrubs and perennials) look wonderful in spring, summer and fall. Make your garden multi-level with a design that draws the eye and captures a sense of local color. Support birds, butterflies and the biodiversity of our region. Survey native plants particularly useful for home landscaping and learn where to place them for best results. Instructor: Marann Jones
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: XZX-822-A2
Thu., Oct. 8, 7:00 - 9:00 PM
Washington Road Campus, Rm. PS20

Marann Jones, a Landscape Architect, holds a BS in Environmental Design from UMass Amherst and postgraduate in Landscape Design from Sheffield University, Sheffield England. She volunteers as a Penn State Master Gardener. Jones has a deep passion for teaching and designing garden space.
Motorcycle Safety

Motorcycle Safety & Licensure Review
This course is for the true novice rider who has little or no riding experience. It includes classroom and riding instruction on the basic riding skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Students receive a Completion Certificate for their Class M designation upon successful completion. Program training motorcycles are provided.

Total Cost: $299 (includes $125 fees)
MD senior adults pay fees only.

Course #: TRA-044-G1
Classroom: Wed. & Thu., Aug. 19 & 20, 6:30 - 9:30 PM
Range: Sat. & Sun., Aug. 22 & 23, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-H1
Classroom: Wed. & Thu., Aug. 26 & 27, 6:30 - 9:30 PM
Range: Sat. & Sun., Aug. 29 & 30, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-A2
Classroom: Wed. & Thu., Sep. 9 & 10, 6:30 - 9:30 PM
Range: Sat. & Sun., Sep. 12 & 13, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-B2
Classroom: Wed. & Thu., Sep. 16 & 17, 6:30 - 9:30 PM
Range: Sat. & Sun., Sep. 19 & 20, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-C2
Classroom: Wed. & Thu., Sep. 23 & 24, 6:30 - 9:30 PM
Range: Sat. & Sun., Sep. 26 & 27, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-D2
Classroom: Wed. & Thu., Sep. 30 & Oct. 1, 6:30 - 9:30 PM
Range: Sat. & Sun., Oct. 3 & 4, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-E2
Classroom: Wed. & Thu., Oct. 7 & 8, 6:30 - 9:30 PM
Range: Sat. & Sun., Oct. 10 & 11, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Course #: TRA-044-F2
Classroom: Wed. & Thu., Oct. 14 & 15, 6:30 - 9:30 PM
Range: Sat. & Sun., Oct. 17 & 18, 8:00 AM - 2:00 PM
Washington Road Campus, Rm. M157

Personal Finances

Keys to Successful Money Management
For more info go to www.ed2go.com/carrollcc.

Where Does All My Money Go?
Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt but don’t know where to find the money? Learn the very basics of how to get control of your finances rather than letting them control you.

Total Cost: $109 (includes $95 fees).
MD senior adults pay fees only.

Online; new sections begin monthly
For more information and course registration details go to www.ed2go.com/carrollcc.

Tuition $200  ...or more?
Pay in installments!
Go to www.carrollcc.edu/factsplan to learn more!
WRITING

NEW! Introduction to Creative Writing
Designed as an initiation into the problems and promises of writing narrative fiction and poems. The complexities of creative writing as a craft and an art are explored through analysis of representative works, study of the techniques appropriate for each type, and extensive practice in creating a variety of literary forms. Instructor: Jody Nusholtz
Total Cost: $372 (includes $30 fees); plus text MD senior adults pay fees only.
Course #: PWL-393-A2B
Mon. & Wed., Aug. 31 - Dec. 9, 11:00 AM - 12:20 PM (28 sessions; no class 9/7 & 11/25)
Washington Road Campus, Rm. K219

NEW! Grammar for Book Writers and Other Storytellers
Whether you are working on a novel, memoir or other project that involves narration, improve your storytelling skills. Work at the sentence level with practical advice on sentence construction, tight writing, correct use of idioms, and more. Discover how to “play a movie” in your readers’ minds. Find out what “show, don’t tell!” really means. Learn how to revise your work with an editor’s eye and write to get your stories noticed. Instructor: Julie Castillo
Total Cost: $30 (includes $30 fees)
MD senior adults pay fees only.
Course #: PWL-358-A2
Tue., Nov. 3 - 24, 6:30 - 9:00 PM (4 sessions)
Washington Road Campus, Rm. L284

How to Publish Your Book
Whether it’s an idea or finished manuscript, get the tools needed to publish a book here. Groom your book for an established market. Discover how to find the right publisher. Find out what to expect, and what to look out for when signing the contract. Learn to promote yourself and more! Instructor: Julie Castillo
Total Cost: $39 (includes $39 fees)
MD senior adults pay fees only.
Course #: XXZ-013-A2
Wed., Nov. 4, 6:00 - 9:00 PM
Washington Road Campus, Rm. M060

Writer’s Workshop:
The Elements of Great Fiction
You’ve always dreamed of writing a novel! Or you have already published a few pieces and you’re looking to take your writing further. Learn the elements of great fiction from character, motivation and conflict to structure, setting and scene-writing. Practice crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. Discuss the business of writing with a step-by-step guide to getting published. Instructor: Julie Castillo
Total Cost: $99 (includes $30 fees)
MD senior adults pay fees only.
Course #: PWL-358-A2
Tue., Nov. 3 - 24, 6:30 - 9:00 PM (4 sessions)
Washington Road Campus, Rm. L284

Julie Castillo, Master of Arts in Sociocultural Anthropology, has been a teacher, writer, editor and writing consultant. She brings her expertise and warm, dynamic style to help students gain the tools to enrich their writing.

Write Your Memoir
Bring your story to life in print! Discover and practice techniques to create vivid images and develop action scenes and dialogues. Learn to develop characters people care about. Leave with a focused personal story line, your main message identified, and be on your way to spinning a story that will keep readers turning the pages. Instructor: Arlene Karidis
Total Cost: $69 (includes $69 fees)
MD senior adults pay fees only.
Course #: XXZ-268-A2
Thu., Oct. 8 - 22, 6:30 - 8:30 PM (3 sessions)
Washington Road Campus, Rm. K205

Arlene Karidis has 30 years’ writing and editing experience and contributes to regional and national magazines, newspapers and blogs. She has written and edited memoirs and teaches several college writing courses. Karidis has managed corporate and public relations communications and publications projects.

Writing Picture Books
Dissect and discuss award winning and popular picture books. Learn basic rules for writing a picture book for publication and uncover the markets and rules for approaching a publisher with a picture book manuscript. Instructor: Lois Szymanski
Total Cost: $125 (includes $30 fees)
MD senior adults pay fees only.
Course #: PDE-928-A2
Wed., Oct. 7 - Nov. 11, 7:00 - 9:00 PM (6 sessions)
Washington Road Campus, Rm. K127

Lois Szymanski has authored 24 children’s books, including fiction for young and middle school readers, nonfiction and picture books. Her short stories have appeared in many children’s magazines, including “Highlights for Children,” “U.S.Kids Magazine,” “Turtle Magazine” and “Hopscotch Magazine.” Szymanski presents writer’s workshops at various colleges, literary gatherings and Society of Children’s Writers and Illustrators (SCBWI) events.

Online Courses
Publish and Sell Your E-Books
Mystery Writing
Romance Writing
Travel Writing
Write Fiction Like a Pro
Write Your Life Story
Writeriffic: Creativity Training for Writers

For more info go to www.ed2go.com/carrollcc.
Registration Information

How to Determine the Course Cost

- U.S. Citizens who are Residents of Carroll County: pay the course Cost as shown with the course description;
- Maryland Residents Age 60 and Over: pay fees only, as shown with the course description plus $5 out-of-county fees if not a resident of Carroll County;
- Maryland Residents of Other Counties: pay course Cost plus $5 out-of-county fee;
- Residents of Other States: pay course Cost plus $10 out-of-state fee;
- Non-U.S. Citizens: pay course Cost plus $10 fee (fee waived with copy of appropriate Visa)

Drops, Refunds and 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 prior to the course by calling Continuing Education and Training at 410-386-8100, up to the day before the course starts in most cases. Some exceptions may apply.

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. The college is not responsible for typographical errors.

Disability—Tuition Waivers

Recently enacted legislation (Maryland House Bill 53) allows colleges to “…grant tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction.” The tuition waiver may be applied to any of the courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must register in person and submit certification of your “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.

Qualified students are responsible for paying all associated course fees.

Tuition Assistance

Tuition assistance may available for eligible non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096.

Employer Paid Course

An employer or other third party may pay for any continuing education course(s). If the company wishes to be billed, students must have either a purchase order, voucher, letter of authorization or credit card from the company/third party at the time of registration.

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.

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, residency or additional exams. It is the student’s responsibility to be aware of those requirements.

Course Textbooks

Textbooks for continuing education courses are generally available for purchase approximately one week before your course begins.

Carroll Community College is aware of the high cost of college textbooks. Our instructors endeavor to select reasonably priced texts that provide currency, relevance, and the most effective presentation of course content. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each textbook on the Carroll Community College Bookstore website (www.carrollbookstore.com) three weeks prior to each semester. For noncredit courses, the bookstore will post ordering information as soon as possible 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.

Bookstore Hours

Monday – Thursday: 8:30 a.m. – 7 p.m.
Friday: 8:30 a.m. – 1 p.m.
410-840-8443 or bookstore@carrollcc.edu

Carroll Community College | Continuing Education & Training | 410-386-8100 | Register at www.carrollcc.edu/instantenrollment
Registration Information

The College will be closed on the following dates:

- Labor Day Holiday: Sept. 7
- Thanksgiving Recess: Nov. 25 – 29
- Holiday Recess: Dec. 20 – Jan. 3

Inclement Weather Procedures

Receive information directly to your e-mail or cell phone by registering for the free Campus Emergency Notification System and. Go to www.carrollcc.edu to register.

1. For courses held on the Washington Road Campus, or the Multi-Service Center: call the Inclement Weather Number at 410-386-8457 or go www.carrollcc.edu for closing or late opening information.

2. For college courses held in a Carroll County Public School: If the public schools close for the day or during the day, the college courses being held there that evening will be cancelled.

3. For college courses held in other locations: Follow the same procedures as for a course held in a college facility, #1.

The Canteen Café

Fall 2015 Hours
Monday – Thursday: 7:30 a.m. – 7 p.m.
Friday: 7:30 a.m. – 2 p.m.

Disability Support Services

Carroll is committed to providing equal access to its programs, facilities and services for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The college offers an array of support services and accommodations that are post-secondary appropriate and are coordinated by the Office of ADA Support Services.

Students with a documented disability who would like to request reasonable accommodations must first contact and then make arrangements through the Office of ADA Support Services, located in A101 (Admissions); or, call 410-386-8327, or send an e-mail to: jtatela@carrollcc.edu

There are Emergency Rescue Assistance stairwells in every building. The college urges all students to become familiar with the 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.

Directions and Locations

Carroll Community College
Washington Road Campus: 1601 Washington Road, Westminster

Mount Airy College Center:
1902 Back Acre Circle, Mount Airy
Directions from Washington Road Campus: Turn right onto Washington Road. Turn left onto Kate Wagner Road. Turn left on Rte. 27 and follow to Mount Airy. Turn left onto Twin Arch Road and proceed to Back Acre Circle.

Carroll County Career and Technology Center (CCCTC):
1229 Washington Road, Westminster
Directions from Washington Road Campus parking lot: Turn right onto Washington Road. Pass Kate Wagner Road and turn right into the driveway just before Westminster High School. Make an immediate right and follow the driveway to the CCCTC parking lot.

Carroll County Public Library:
Go to library.carr.org for branch locations and directions.

Multi-Service Center:
224 North Center Street, Westminster
Directions from Washington Road Campus parking lot: Turn right onto Washington Road. Continue on Washington Road and turn left at the light onto Main Street. Turn right at Center Street light. Cross Willis Street and turn left at North Street. Parking is to your left.

Y of Central Maryland:
1719 Sykesville Road, Westminster
Directions from Washington Road Campus parking lot: Turn left onto Washington Road. Turn left in 1/2 mile into Y of Central Maryland parking lot.

Ride CATS to Carroll

The CATS bus system 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.carrolltransit.org or call 410-876-RIDE.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking 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, bidis, brown 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
- Start and end date of each course
- Number of hours in each course
- Successful completion of a Continuing Education Certificate
- Earned CEU’s

The Official Record provides a record of your successfully completed workforce-related continuing education courses for:

- Your current employer
- A potential employer
- Professional organizations
- Licensing or credentialing bodies (check to be sure of their requirements)
- Any other person or organization requiring official documentation

$2.00 fee for each Official College Record Call 410 386-8100 or visit www.carrollcc.edu/noncredit for more information about how to request the Continuing Education Official Record.

Carroll Community College
Board of Trustees

David P. O’Callaghan, Chairperson
Diane A. Foster, Vice Chairperson
Barbara H. Biller
David S. Bollinger
Barbara Charnock
R. Delaine Hobbs, Jr.
Donald E. Lippy
Dr. James D. Ball, Secretary/Treasurer
J. Douglas Howard, Ex-officio
Dr. James D. Ball, President of the College

Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution
### Registration Form

**Save time… register online! carrollcc.edu/instantenrollment**

- **Today’s Date** ___________  
- **Last 4 Digits of Social Security No.** ___________  
- **College ID#** ___________  
- **Date of Birth (required)** ___________  
- **I am 16 yrs. or older** □

**Last Name** ___________  
**First Name** ___________  
**Middle Initial** ___________.

**Home Address** ____________________________________________________________________________

- **City** ___________  
- **State** ___________  
- **Zip** ___________  
- **County of Residence** ___________.

**Home Phone** ___________  
**Business Phone** ___________  
**Cell Phone** ___________.

- **Male** □
- **Female** □
- **U.S. citizen** □
- **Other than U.S. citizen (pay course cost plus $10 out-of-state fee per course; fee waived with copy of appropriate Visa)** □
- **I am not a Carroll County resident (pay course cost plus $5 out-of-county fee per course)** □
- **I am not a Maryland resident (pay course cost plus $10 out-of-state fee per course)** □
- **I am a Maryland resident, 60 years of age or older (pay fees only plus $5 out-of-county fee if appropriate)** □

1. Are you of Hispanic or Latino origin? □ Yes □ No

2. What is your race? Select one or more of the following categories:

- **White** □
- **Black or African American** □
- **Asian** □
- **American Indian or Alaska Native** □
- **Native Hawaiian or Other Pacific Islander** □

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Mail completed registration form and check or money order for full amount to:

**Carroll Community College**
**Business Office CE**
**1601 Washington Road**
**Westminster, MD 21157**

If paying with a credit card, please register online at www.carrollcc.edu/instantenrollment or by Phone: 410-386-8100, Fax: 410-386-8111

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information visit www.carrollcc.edu/ferpa

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.

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.

**Signature (required)**

**For Office Use Only:** Rec by ___________  
Processor ___________  
Date ___________  
□ Phone □ Mail □ Walk-In □ FAX

**Charge to my:** □ Visa □ Mastercard □ Discover □ American Express

**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** ____________________________________________________________________________

**Card Holder’s Billing Address (required)** ____________________________________________________________________________

**Card Holder’s Signature** ____________________________________________________________________________
## Continuing Education and Training Registration Form

### Save time… register online! carrollcc.edu/instantenrollment

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### 2. What is your race? Select one or more of the following categories:  
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- Black or African American
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Card Holder’s Billing Address (required) ____________________________

Card Holder’s Signature ______________  
Credit Card Expiration Date ______________

**Tuition $200 or more?**  
Use the FACTS program, a monthly payment program. Go to www.carrollcc.edu/factsplan for more information.
Index

4 Year Apprenticeship Training ............................................................... 12
About Dogs ......................................................................................... 35
Abraham Lincoln and Gettysburg ..................................................... 56
Academic English Classes ................................................................. 45
Academic Writing, Reading, and Grammar for English Language Learners ......................................................... 45
Access Level 1 ...................................................................................... 32
ACE Certification for Personal Fitness Trainer ................................ 42
ACLS Provider .................................................................................... 24
ACLS Renewal .................................................................................... 24
Alexander the Great ........................................................................... 55
Alternative Health Education ............................................................. 17
Alzheimer's and Related Dementia Training (Mount Airy College Center) .................................................. 26
America in Depression & War: 1929–1945 ......................................... 55
American Business Communications ............................................... 4
American Planning and Basics of Funding ........................................ 2
Anatomy and Physiology for Health Careers ................................... 12
Animal Care and Control ................................................................ 35
Applications in Environmental Systems 1 .......................................... 13
Appraising the Farm: An Overview .................................................... 43
Architectural/Engineering ................................................................ 30
Aromatherapist Career Prep .............................................................. 17
Art of Stained Glass I, The ................................................................ 45
Art of the Blend, The .......................................................................... 59
Artillery in the Civil War ..................................................................... 56
Arts, The ............................................................................................. 46
ASL: Level 2 ........................................................................................ 46
ASL: Basic I ......................................................................................... 57
Assisted Living Manager (Mount Airy College Center) ................. 26
Assisted Living Required Training .................................................... 17
Assisted Living Training ................................................................... 17
Asthma & Anaphylaxis Medication Administration Training for Early Education Providers ............................. 12
AutoCAD Certification Prep .............................................................. 31
AutoCAD Level 1 ................................................................................. 50
Awareness Through Movement: Connecting from Head to Toe ... 52
Basket Weaving: Apple-Pumpkin Basket ......................................... 47
Basket Weaving: Peanut-Pistachio Basket ....................................... 48
Being Human: the Future of Our Kind ................................................. 56
Beyond the Snapshot: For Point and Shoot Cameras ..................... 50
Biomarkers of Aging: Turning Back Time ......................................... 52
Body and Mind .................................................................................... 52
Body Sculpt ......................................................................................... 54
Building a Winning Team: Interviewing, Selecting & Hiring Employees ............................................................... 4
Business Analysis, Introduction to ...................................................... 3
Business Communications ................................................................ 3
Business Marketing Writing ................................................................ 4
Business Planning and Basics of Funding ......................................... 2
Business Productivity Workshops ....................................................... 32
Business Start-Up ................................................................................. 2
Business .............................................................................................. 7
Canine Sports vs. the Working Dog .................................................... 36
Canine Training and Management Student Evaluation .................. 36
Canine Training and Management .................................................... 35
Caregiving Guide: Families with Dementia and Alzheimers (Mount Airy College Center) ........................................ 29
Carroll County Community Mediation Center ................................ 46
Casino Baccarat Dealer ..................................................................... 39
Casino Blackjack Dealer ................................................................... 39
Casino Carnival Games Dealer .......................................................... 38
Casino Craps Dealer ............................................................................ 39
Casino Craps Procedures ................................................................... 39
Casino Gaming, Introduction to ......................................................... 38
Casino Pai Gow Poker Dealer ............................................................. 39
Casino Pai Gow Tiles Dealer ............................................................... 39
Casino Poker Dealer ............................................................................ 39
Casino Roulette Dealer ..................................................................... 39
Casino Table Dealer ........................................................................... 38
Cell, Applied ....................................................................................... 49
Certified Associate in Project Management (CAPM) Exam Prep ... 7
Certified Nursing Assistant (Mount Airy College Center) ............ 26
Certified Nursing Assistant Training Part I ......................................... 15
Certified Nursing Assistant Training, Part II ..................................... 16
Changing Circumstances - A Primer on Highest and Best Use Analysis ................................................................. 43
Child Care Administration ................................................................. 11
Child Care and Educational Professionals ........................................ 9
Child Care Provider as a Professional, The ...................................... 11
Civil War in Carroll County, The ....................................................... 55
Classroom Computer, The ................................................................. 11
CLEP Math ........................................................................................ 44
CNA Preparation ................................................................................. 15
CNA to GNA Part I ............................................................................. 16
Coaching Employees to Peak Performance ...................................... 11
Code Training/New Construction Inspection .................................... 12
Cognitive Behavior Theory, Introduction to .................................... 22
Communicating With a Dog's Owner and Beyond ......................... 35
Communication Skills for Managers ................................................ 4
Communications and Marketing ....................................................... 3
Community English Classes ................................................................ 45
Complementary Psychology .............................................................. 36
Complementary and Alternative Medicine ..................................... 15
Computer Basics .............................................................................. 30
Computers, Introduction to ............................................................... 30
Conflict Management ......................................................................... 6
Construction Trades .......................................................................... 12
Cooking ............................................................................................... 58
Counseling Techniques, Basic ............................................................. 36
CPR and First Aid ................................................................................. 23
CPR Healthcare Provider/BLS ........................................................... 23
CPR Recertification: Basic Life Support for Health Care Providers ........................................................................ 23
CPR: Health Care Provider (Mount Airy College Center) ............ 27
CPR: Health Care Provider Renewal (Mount Airy College Center) ........................................................................ 27
CPR: Heartsaver CPR/First Aid/AED (Mount Airy College Center) ........................................................................... 27
CPR: Heartsaver Pediatric First Aid/CPR/AED (Mount Airy College Center) ............................................................... 27
Crafting the Photograph: Basic ......................................................... 50
Crafting the Photograph: Level 2 ....................................................... 50
Creating Animal Totems: Watercolor Washes With Pen & Ink ....... 47
Creating Your Online Business Persona ......................................... 1
Creating Your Personal Business Plan .............................................. 35
Creative Writing, Introduction to ....................................................... 61
Cyber Security Training .................................................................... 34
Cybersecurity for Small Business ..................................................... 1
Dancing, Aerobic ................................................................................ 53
Dental Assisting, Introduction to ....................................................... 28
Dental ................................................................................................. 17
Design and Deliver Marketing Materials that Sell ......................... 12
Dessert University .............................................................................. 58
Dialectical Behavior Theory, Introduction to ................................... 22
Digital Black & White Photography .................................................. 50
Digital Photo Artistry ......................................................................... 50
Drawing and Painting: Beginning ...................................................... 46
Drawing and Painting: Continuing .................................................... 46
Drawing for the Timid .......................................................................... 47
Drawing, Basic ................................................................................... 46
Drawing, Painting and Media ............................................................. 46
Dynamics of Color Workshop ............................................................ 47
Educational Professionals ................................................................. 11
Effective Collaboration and Communication in the Digital World ........................................................................ 32
Effective Performance Appraisals ...................................................... 6
EKG Technician Training ................................................................. 17
EKG Training, Basic .......................................................................... 18
Electrical and Electronic Fundamental ............................................. 12
Electrical Know How ......................................................................... 59
Electronic Health Care Records, Introduction to ......................... 20
Employment Law ............................................................................... 42
English for Speakers of Other Languages (ESOL) ......................... 45
Ensembles .......................................................................................... 49
Entrepreneurship in the Arts ............................................................. 48
Era of the American Civil War, The ................................................... 58
Ergonomics: Managing for Results .................................................. 9
Essentials of Office Productivity using Microsoft Applications, The ........................................................................ 33
Excel for Seniors ............................................................................... 54
Excel Level 1 ....................................................................................... 32
Excel Level 2 ....................................................................................... 32
Expanded Functions: General Chairside (Mount Airy College Center) .................................................................... 28
Facebook, Hands on ........................................................................... 1
Family and Community Partnerships ............................................. 11
Figure Drawing from the Live Model ................................................ 47
Financial Applications ....................................................................... 30

Carroll Community College | Continuing Education & Training | 410-386-8100 | Register at www.carrollcc.edu/instantenrollment
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
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<td>57</td>
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<td>57</td>
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<td>From Data Collection to Data Analysis</td>
<td>33</td>
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<td>Fur and Feathers</td>
<td>36</td>
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<td>47</td>
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<td>47</td>
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<td>59</td>
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<td>59</td>
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<td>GED® Preparation</td>
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<td>44</td>
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<td>22</td>
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<td>German 1, Elementary</td>
<td>57</td>
</tr>
<tr>
<td>Gerontology</td>
<td>15</td>
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<tr>
<td>GNA Skills Lab</td>
<td>16</td>
</tr>
<tr>
<td>Google Chromebooks, Introduction to</td>
<td>33</td>
</tr>
<tr>
<td>Gourmet Secrets</td>
<td>58</td>
</tr>
<tr>
<td>Grammar for Book Writers and Storytellers</td>
<td>61</td>
</tr>
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<td>45</td>
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<td>7</td>
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<td>7</td>
</tr>
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<td>Grilled Pizza Workshop</td>
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</tr>
<tr>
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<td>9</td>
</tr>
<tr>
<td>Growth and Development in Early Childhood: Online</td>
<td>9</td>
</tr>
<tr>
<td>Guitar Ensemble</td>
<td>49</td>
</tr>
<tr>
<td>Guitar, Applied</td>
<td>49</td>
</tr>
<tr>
<td>Hanging With Your Walls: Studios, Shelves &amp; Patching Holes</td>
<td>59</td>
</tr>
<tr>
<td>Healing Stone Massage: Passing on the Sacred Ritual</td>
<td>20</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>52</td>
</tr>
<tr>
<td>Health Care and Human Services</td>
<td>14</td>
</tr>
<tr>
<td>Health Care Occupations</td>
<td>17</td>
</tr>
<tr>
<td>Health Care Systems, Introduction to</td>
<td>18</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>17</td>
</tr>
<tr>
<td>Health, Introduction to</td>
<td>18</td>
</tr>
<tr>
<td>Healthy Backs for Life</td>
<td>52</td>
</tr>
<tr>
<td>Heartsaver AED, Adult, Infant &amp; Child</td>
<td>23</td>
</tr>
<tr>
<td>High Fidelity Simulation for Health Care Educators</td>
<td>14</td>
</tr>
<tr>
<td>HSPAA Training</td>
<td>18</td>
</tr>
<tr>
<td>History, Culture, and World view</td>
<td>55</td>
</tr>
<tr>
<td>Hold the Beef: Tasty Vegetarian Dishes</td>
<td>58</td>
</tr>
<tr>
<td>Holiday Entries</td>
<td>58</td>
</tr>
<tr>
<td>Holiday Hors Devours</td>
<td>58</td>
</tr>
<tr>
<td>Home Improvement</td>
<td>13</td>
</tr>
<tr>
<td>Home Inspection Training</td>
<td>43</td>
</tr>
<tr>
<td>Home</td>
<td>59</td>
</tr>
<tr>
<td>House Doctor Series with Don West, The</td>
<td>59</td>
</tr>
<tr>
<td>How to Inspect for Moisture Intrusion</td>
<td>43</td>
</tr>
<tr>
<td>How to Publish Your Book</td>
<td>61</td>
</tr>
<tr>
<td>HTML and JavaScript, Introduction to</td>
<td>34</td>
</tr>
<tr>
<td>HTML5 and CSS</td>
<td>34</td>
</tr>
<tr>
<td>Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>HVAC</td>
<td>13</td>
</tr>
<tr>
<td>ID-10-CM Proficiency Assessment Prep</td>
<td>29</td>
</tr>
<tr>
<td>(Mount Airy College Center)</td>
<td></td>
</tr>
<tr>
<td>Illustrator Level 1</td>
<td>34</td>
</tr>
<tr>
<td>Improve the Organization, Prioritization, and Execution of Routine Tasks</td>
<td>33</td>
</tr>
<tr>
<td>InDesign Level 1</td>
<td>34</td>
</tr>
<tr>
<td>Information Technology: Office and Workplace</td>
<td>30</td>
</tr>
<tr>
<td>Italian: Basic 1</td>
<td>57</td>
</tr>
<tr>
<td>Italian: Basic 2</td>
<td>57</td>
</tr>
<tr>
<td>Java Introduction</td>
<td>33</td>
</tr>
<tr>
<td>Jazz Choir</td>
<td>49</td>
</tr>
<tr>
<td>Jazz Combo</td>
<td>49</td>
</tr>
<tr>
<td>Jewelry</td>
<td>48</td>
</tr>
<tr>
<td>Keys to Successful Money Management</td>
<td>60</td>
</tr>
<tr>
<td>Know Thyself: 12 Ways to View What’s Unique About You</td>
<td>56</td>
</tr>
<tr>
<td>Lab Techniques for Medical Assistants, Introduction to</td>
<td>18</td>
</tr>
<tr>
<td>Languages</td>
<td>57</td>
</tr>
<tr>
<td>Launching Your New Business</td>
<td>2</td>
</tr>
<tr>
<td>Laws of the Business Jungle</td>
<td>3</td>
</tr>
<tr>
<td>Leading Change in the Workplace</td>
<td>6</td>
</tr>
<tr>
<td>Leading High Performance Teams</td>
<td>6</td>
</tr>
<tr>
<td>Learn to Buy and Sell on eBay</td>
<td>2</td>
</tr>
<tr>
<td>Lecture Series with David Booz</td>
<td>56</td>
</tr>
<tr>
<td>Legal &amp; Insurance Issues for Start Ups</td>
<td>2</td>
</tr>
<tr>
<td>Legal Issues for Artists</td>
<td>48</td>
</tr>
<tr>
<td>Legal Nurse Consultant Training Course</td>
<td>42</td>
</tr>
<tr>
<td>Legal Research and Writing Certificate Course, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Legal Secretary Certificate Course</td>
<td>41</td>
</tr>
<tr>
<td>Legal</td>
<td>40</td>
</tr>
<tr>
<td>Lifestyle and Popular Culture</td>
<td>58</td>
</tr>
<tr>
<td>Lighting on a Shoestring</td>
<td>51</td>
</tr>
<tr>
<td>Long-Term Care Training</td>
<td>15</td>
</tr>
<tr>
<td>Management and Leadership</td>
<td>4</td>
</tr>
<tr>
<td>Management Basics: Foundations for Success</td>
<td>6</td>
</tr>
<tr>
<td>Managing Multiple Priorities in the Health Care Setting (Mount Airy College Center)</td>
<td>29</td>
</tr>
<tr>
<td>Managing Using Emotional Intelligence</td>
<td>6</td>
</tr>
<tr>
<td>Marketing &amp; Self-Promotion of Artists</td>
<td>48</td>
</tr>
<tr>
<td>Marketing Plan and Brand/Logo for your Business</td>
<td>2</td>
</tr>
<tr>
<td>Maryland Real Estate Principles Practices</td>
<td>43</td>
</tr>
<tr>
<td>Maryland Wines</td>
<td>59</td>
</tr>
<tr>
<td>Marylanders in the Confederacy</td>
<td>56</td>
</tr>
<tr>
<td>Massage</td>
<td>20</td>
</tr>
<tr>
<td>Mastery of Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Materials and Methods for Early Childhood Education</td>
<td>9</td>
</tr>
<tr>
<td>Materials and Methods for Early Childhood Education: Hybrid 9</td>
<td>9</td>
</tr>
<tr>
<td>Math for Health Care Workers, Basic</td>
<td>18</td>
</tr>
<tr>
<td>Math Skills Enhancement</td>
<td>44</td>
</tr>
<tr>
<td>Medical Assistant Clinical I</td>
<td>18</td>
</tr>
<tr>
<td>Medical Assistant Clinical II</td>
<td>18</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>22</td>
</tr>
<tr>
<td>Medical Transcription Editor</td>
<td>17</td>
</tr>
<tr>
<td>Medication Administration for Childcare Providers</td>
<td>11</td>
</tr>
<tr>
<td>Medicine Aide Training (Mount Airy College Center)</td>
<td>26</td>
</tr>
<tr>
<td>Medicine Aide Update (Mount Airy College Center)</td>
<td>27</td>
</tr>
<tr>
<td>Mental Health Care Career Prep</td>
<td>20</td>
</tr>
<tr>
<td>Mental Health First Aid</td>
<td>20</td>
</tr>
<tr>
<td>Mental Health</td>
<td>20</td>
</tr>
<tr>
<td>MHIC License Exam Prep</td>
<td>13</td>
</tr>
<tr>
<td>Microsoft Office Suite</td>
<td>30</td>
</tr>
<tr>
<td>Mobile Productivity Apps for the Busy Professional</td>
<td>33</td>
</tr>
<tr>
<td>Motorcycle Safety &amp; Licensure Review</td>
<td>60</td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td>60</td>
</tr>
<tr>
<td>Music</td>
<td>49</td>
</tr>
<tr>
<td>Mystery Writing</td>
<td>61</td>
</tr>
<tr>
<td>National External Diploma Program* (NEDP*)</td>
<td>44</td>
</tr>
<tr>
<td>National Safety Council</td>
<td>24</td>
</tr>
<tr>
<td>National Safety Council’s Incident Investigation</td>
<td>9</td>
</tr>
<tr>
<td>National USPAP</td>
<td>43</td>
</tr>
<tr>
<td>Native American Flute Construction</td>
<td>49</td>
</tr>
<tr>
<td>Natural Health &amp; Healing, Introduction to</td>
<td>15</td>
</tr>
<tr>
<td>Nikon DSLR Foundation: Settings and Functions</td>
<td>51</td>
</tr>
<tr>
<td>Non-Profits</td>
<td>7</td>
</tr>
<tr>
<td>Nurse Refresher Pt. 1: Theory</td>
<td>14</td>
</tr>
<tr>
<td>Nurse Refresher Pt. 2: Clinical</td>
<td>14</td>
</tr>
<tr>
<td>Nursing</td>
<td>14</td>
</tr>
<tr>
<td>Nutrition Consultant Career Prep</td>
<td>21</td>
</tr>
<tr>
<td>Obedience Practicum I</td>
<td>36</td>
</tr>
<tr>
<td>Obedience Practicum II</td>
<td>36</td>
</tr>
<tr>
<td>Occupational Training</td>
<td>35</td>
</tr>
<tr>
<td>Office Productivity</td>
<td>30</td>
</tr>
<tr>
<td>Operating Your Digital Camera</td>
<td>50</td>
</tr>
<tr>
<td>Optician Certification Training</td>
<td>21</td>
</tr>
<tr>
<td>Oral Radiography (Mount Airy College Center)</td>
<td>28</td>
</tr>
<tr>
<td>OSHA 2225 - Respiratory Protection</td>
<td>9</td>
</tr>
<tr>
<td>OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry</td>
<td>9</td>
</tr>
<tr>
<td>OSHA 501-Outreach Trainer for General Industry</td>
<td>9</td>
</tr>
<tr>
<td>OSHA 511-Basic Course in General Industry</td>
<td>9</td>
</tr>
<tr>
<td>Outlook Level 1</td>
<td>32</td>
</tr>
<tr>
<td>Pain Assessment &amp; Management</td>
<td>15</td>
</tr>
<tr>
<td>Paralegal Advanced Legal Research, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Alternative Dispute Resolution, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Bankruptcy Law, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Business Law and Practices, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Certification Course</td>
<td>40</td>
</tr>
<tr>
<td>Paralegal Constitutional Law and Civil Liberties, Advanced...</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Criminal Law, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Criminal Procedure, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Education Law, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Estate Planning, Wills, Trusts, and Probate, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Family Law, Advanced</td>
<td>41</td>
</tr>
<tr>
<td>Paralegal Immigration Law, Advanced</td>
<td>41</td>
</tr>
</tbody>
</table>
Index

Paralegal Intellectual Property, Advanced..........................41
Paralegal Real Estate Property Law, Advanced...............41
Paralegal Victim Advocacy, Advanced.........................41
Paralegal Water Law, Advanced......................................41
Patient Intake, Basic.........................................................18
Pediatric First Aid CPR AED..............................................24
Percussion, Applied.........................................................49
Personal Finances .........................................................60
Personal Trainer .........................................................42
Pet Care and Natural Solutions.........................................36
Pharmacology ..............................................................20
Pharmacy Technician Training .........................................21
Philosophy and Cancer.....................................................56
Phlebotomy Technician Training I: Theory.........................21
Phlebotomy Technician Training II: Clinical......................22
Phlebotomy Technician Training III: Clinical.....................22
Photography as a Business..............................................51
Photography ...............................................................50
Photography, Exceptional Everyday..................................51
Photography, Nature.........................................................51
Photography, Portrait.......................................................51
Photoshop Level 1 .........................................................33
Photoshop Level 2 .........................................................34
Photovoltaic Technician Career Prep.................................12
Physical/Occupational Therapy .....................................22
Piano Class for Adults - Beginner ....................................49
Piano Class for Adults - Continuing ...............................49
Piano Class for Adults: Accelerated Beginner..................49
Piano, Applied ..............................................................49
Plumbing Know How .....................................................59
Polymer Clay Jewelry: Impressions, Introduction to ...........48
Polymer Clay Jewelry: Make Your Own Beads, Introduction to ....48
PowerPoint Level 1 ..........................................................32
PowerPoint Level 2 ..........................................................32
Presentation Skills ..........................................................6
Practicing Strategies for Artists .........................................49
Principles and Practices of IV Therapy .............................14
Principles and Practices of IV Therapy, Advanced............14
Professional in Human Resources (PHR) Exam Prep ...........4
Professional Preparation in Healthcare (Mount Airy College Center) ..............29
Professional Preparation in Healthcare.............................23
Programming ...............................................................33
Project Management Basics .............................................7
Project Management Professional (PMP®) Exam Prep ...........7
Protecting Your Business’ Intellectual Property ................3
Publish and Sell Your E-Books...........................................61
Publisher Level 1 ............................................................32
Puppy Kindergarten..........................................................36
Qi Gong ............................................................................53
QuickBooks Pro Level 1 ....................................................30
Radiation Safety Update (Mount Airy College Center) ...........28
Real Estate .................................................................43
Residential Plumbing Overview for Inspectors .....................43
Respiratory Protection Train the Trainer.............................9
Rock ’n Roll Ensemble ....................................................49
Salaried Employee, The: Do You Have Any? .................3
Sale of Real Estate at Auctions, The ...............................43
SAT/ACT Preparation: Part 1 ...........................................45
SAT/ACT Preparation: Part 2 ...........................................45
Sauces, Advanced ..........................................................58
School-Age Child Care Training ......................................11
Self Defense for Women ...................................................54
Services for the Client ....................................................36
Small Business Growth ...................................................3
Small Farms - The New Backbone of Agriculture ..............43
Social Media for my Business .........................................4
Social Work .................................................................22
Software Essentials for the Law Office .............................41
Solving Classroom Discipline Problems ..........................11
Spanish for Banking .......................................................4
Spanish for Construction ...............................................12
Spanish for Dental Professionals .................................17
Spanish for Healthcare ...................................................15
Spanish for the Workplace .............................................4
Spanish, Basic ..............................................................57
Spanish: Basic 2 ............................................................57
Speaking and Speeches for Business ................................4
Speed Spanish 2 ............................................................57
Speed Spanish 3 ............................................................57
Speed Spanish .............................................................57
Spinal Stimulation: A Pilates Based Approach ..................22
Spirituality, Health and Healing .....................................15
Spreadsheets, Forms and PDFs, Oh My! .........................33
SQL Programming ........................................................33
Start and Operate Your Own Home-Based Business .......2
Start Your Own Arts and Crafts Business .......................2
Start Your Own Small Business ......................................2
Starting Your Own Consulting Business .........................2
Starting Your Own Consulting Business .........................2
Streamlining Processes, Procedures, and Projects ............33
Studio Art: Drawing and Painting ...................................46
Survival Techniques for the Health Care Professional (Mount Airy College Center) ..........29
Sweats and Stickies ........................................................59
Tai Chi, Fundamentals of ..............................................53
Tai Chi: Intermediate/Advanced .....................................53
Teacher’s Aide Certification Program ...............................11
Teaching the Basic Obedience Program ...........................35
Test and Academic Skills Preparation .............................44
The “Big Four” and the Beginnings of Philanthropy in 19th Century Baltimore ......................55
Training & Behavior Issues I ..........................................36
Training & Behavior Issues II .........................................36
Training Methodologies ..................................................35
Training Program for the Registered Nurse Case Manager/Delegating Nurse in Assisted Living ..........14
Travel Writing .................................................................61
Truck Driver Training .....................................................37
Ukulele, Applied ...........................................................49
Understanding Accounting and Financial Statements ........2
Using the Internet in the Classroom ...............................11
Veterinary Assistant Training Course Series, Preparation for the ...........................................37
Veterinary Assistant Training I: Outpatient Care ...............37
Veterinary Assistant Training II: Diagnostics & Pharmacy ....37
Veterinary Assistant Training III: Patient Care & Treatment ...38
Veterinary Assistant Training IV: Surgery, Anesthesia & Emergency Care ..................38
Victim Advocacy Certificate Course ................................42
Voice, Applied ...............................................................49
Water Fitness ...............................................................54
Watercolor Painting: Basics & Beyond .........................47
Web Design and Computer Graphics .............................33
Welding, Advanced .......................................................13
Welding, Basic .............................................................13
Where Does All My Money Go? .....................................60
Windows, Introduction to ..............................................30
Wine and Cheese Pairing ................................................59
Wine ..........................................................................59
Wines of France .............................................................59
Winterizing Tips for the Home .........................................59
Wisdom in the Second Half of Life: Living with Meaning, The ...........................................52
Women and the Family in American History to 1876 ..........55
Word Level 1 .................................................................30
Word Level 2 .................................................................30
World View ..................................................................56
Writing Fiction like a Pro ..................................................61
Write My Life Story ........................................................61
Write Your Memoire .........................................................61
Writer’s Workshop: The Elements of Great Fiction ............61
Writerific: Creativity Training for Writers .........................61
Writing for ESL: ONLINE! .................................................45
Writing Picture Books ....................................................61
Writing .................................................................61
Writing, Romance .........................................................61
Y of Central Maryland ..................................................54
Yoga & the Healing Chakras ...........................................53
Yoga for the Health Care Professional (Mount Airy College Center) ..........29
Yoga, Gentle ...............................................................52
Your Social Media Marketing Plan ..................................4
Zumba .................................................................54

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