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: $640 (includes $320 fees)
MD senior adults pay fees only.
Course #: VOC-013-A3
Mon., Jan. 3 - Apr. 24, 6:00 - 9:15 PM
(15 sessions)
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 (see pricing options below to include/exclude voucher fee). For safety, students must wear the following to class: long sleeve cotton shirt, long pants (jeans are best), hard shoes (no tennis shoes).

Total Cost: $860 (includes $310 fees);
does not include test voucher
MD senior adults pay fees only.
Course #: VOC-467-A3
Tue. & Thu., Feb. 14 - Apr. 4, 6:00 - 9:15 PM
(15 sessions)
Carroll County Career and Technology Center

HEALTH CARE AND HUMAN SERVICES

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 Advantage C: A Service of Carroll Community College at 410-386-8095.

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 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-A3MP
Tue., Thu. & Sat., Jan. 7 - Feb. 7
(13 sessions; no class 1/14)
First session 8:00 AM - 4:30 PM at Carroll Community College, Washington Road Campus, N209
All other Sat., 6:45 AM - 3:30 PM, Tue. 4:30 - 11:30 PM and Thu., 5:30 - 10:00 PM at Carroll Hospital Center

Plumbing

• Off ered 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.
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 medication technician in assisted living. MBON approved. Meets the training requirements for registered nurses who are delegating nurses in assisted living. Prerequisite: Current, active Maryland RN license in good standing. Instructor: Jim Rowe
Total Cost: $250 (includes $150 fees); includes text
Course #: NRS-331-A3P
Thu. & Fri., Mar. 30 and 31, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N105

Certified Nursing Assistant Training Part I 🎓
Carroll’s CNA training offers:
High quality training
Job search assistance
Free online job search
Employer contacts
An outstanding reputation that makes our CNAs sought by local employers!

Prerequisites:
• AHE-257 CNA Preparation
• AHE-046 American Heart Association CPR Healthcare Provider/BLS
• Students must take the college’s reading placement test no later than one week before the first session of CNA Part 1.

Placement testing can be scheduled by calling the Admissions Office at 410-386-8430. Identify yourself as a Continuing Education student and indicate you are registering for the CNA training program. In lieu of placement testing you may provide a copy of your college degree or a college transcript documenting successful completion (C or above) of college level reading.

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

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. Prerequisite: 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 Health Care Provider CPR are required. Cost includes the fee for the NNAA P 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: $728 (includes $196 fees)
Course #: AHE-580-B3P
Mon., Fri., Apr. 17 - May 8, 8:30 AM - 4:00 PM (13 sessions)
Washington Road Campus, N209

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.

Course #: XX2-091-A3
Online
For information go to http://carrollcc.theknowledgebase.org.

Online Courses
Gerontology
Complementary and Integrative Health
End of Life Care
Introduction to Natural Health & Healing
Pain Assessment & Management
Perinatal Issues
Spirituality, Health and Healing

For more information go to www.carrollcc.edu/cecertificates for more information.

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 résumés, application letters and how to prepare for interviews.

Course #: AHE-257-A3
Mon., Tue., Thu., Fri., Feb. 27 - Mar. 28, 8:30 AM - 1:15 PM (7 sessions)
Washington Road Campus, N205

Course #: AHE-257-B3
Mon. & Wed., Jan. 30 - Feb. 20, 5:00 - 9:15 PM (7 sessions)
Washington Road Campus, N105

Course #: AHE-257-C3
Mon., Tue., Thu., Fri., Mar. 27 - Apr. 6, 8:30 - 11:15 AM (7 sessions)
Washington Road Campus, N205

CNA Preparatory Classes
Prerequisites: All three must be completed before starting CNA Part I.

• AHE-257 CNA Preparation
• AHE-046 American Heart Association CPR Healthcare Provider/BLS
• Students must take the college’s reading placement test no later than one week before the first session of CNA Part 1.

Placement testing can be scheduled by calling the Admissions Office at 410-386-8430. Identify yourself as a Continuing Education student and indicate you are registering for the CNA training program. In lieu of placement testing you may provide a copy of your college degree or a college transcript documenting successful completion (C or above) of college level reading.

Scholarships may be available. Call 410-386-8096.

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: $989 (includes $90 fees); plus text
MD senior adults pay fees only.
Course #: AHE-042-A3BMP
Mon., Tue., Thu., & Fri., Feb. 6 - 27, 8:30 AM - 4:00 PM (13 sessions)
Washington Road Campus, N209

Course #: AHE-042-B3BMP
Mon., Wed., & Sat., Feb. 7 - Apr. 24, Mon. & Wed., 5:00 - 9:15 PM and Sat., 8:00 AM - 4:30 PM (18 sessions; no class 3/4, 3/11, 3/25, 4/8, 4/10, 4/12 & 4/15)
Washington Road Campus, N209

Course #: AHE-042-A4BMP
Mon., Tue., Thu., Fri., Apr. 17 - May 8, 8:30 AM - 4:00 PM (13 sessions)
Washington Road Campus, N209

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. Prerequisite: 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 Health Care Provider CPR are required. Cost includes the fee for the NNAA P 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: $728 (includes $196 fees)
MD senior adults pay fees only.
Course #: AHE-580-B3P
Mon., Fri., Apr. 17 - May 8, 8:30 AM - 3:30 PM (6 sessions)
Local Clinical Facilities
Course #: AHE-580-B4P
Mon., Wed. & Sat., Apr. 26 - May 15; Mon. & Wed., 5:00 - 9:15 PM, and Sat., 8:00 AM - 3:30 PM (9 sessions)
Local Clinical Facilities
**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: $77 (includes $40 fees)

**Affordable Payment Plan**

Get the skills you need to be a CNA now! Use the FACTS affordable payment plan with a payment of $446.75 at the time of registration, then 6 monthly payments of approximately $210.88.

**CNA to GNA Part I**

CNAs 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

For dates and times call Millie Bahnson, 410-386-8025

**Medicine Aide Update**

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

Total Cost: $131 (includes $40 fees)

**Clinical Patient Management in Assisted Living**

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 Advantage C: A Service of Carroll Community College at 410-386-8095.

Jim Rowe, RN, has 12 years’ experience as the owner of an assisted living facility. He has also been a Regional Health Services Coordinator for the Department of Health and Mental Hygiene, a delegating nurse, consultant, home health nurse supervisor and DON of a large nursing home.

**Assisted Living Manager**

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. Instructor: Jim Rowe

Total Cost: $875 (includes $50 fees)

**Operational Management in Assisted Living**

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

Total Cost: $100 (includes $40 fees)

**Clinical Patient Management in Assisted Living**

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

Total Cost: $100 (includes $40 fees)

**Assisted Living Manager**

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. Instructor: Jim Rowe. Call Millie Bahnson at 410-386-8025 to schedule.

**Operational Management in Assisted Living**

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

Total Cost: $100 (includes $40 fees)
Alzheimer's and Related Dementia Training
The more you know, the better you can care for someone with Alzheimer’s and related dementia. Learn how the condition affects the brain and behaviors, how to assist the patient with communication and activities of daily living, and how to recognize and respond effectively to problem behaviors. Satisfies the new employee training needs required by Maryland Department of Health and Mental Hygiene.

Total Cost: $75 (includes $20 fees)
Course #: VOC-255-A4
Fri., Apr. 21, 9:00 AM - 4:00 PM
Washington Road Campus, N105

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

Aromatherapy 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-045-A3
Sat., Feb. 4, 9:00 AM - 3:00 PM
Washington Road Campus, N105

Introduction to Cognitive Behavioral Therapy
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 and replace it with realistic, positive thoughts. Appropriate for clinicians working in the behavioral health field including social workers, psychologists, behavioral health counselors and addiction counselors. 3 clock hours. Instructor: Heidi M. Woods, LCPC

Total Cost: $45 (includes $20 fees)
MD senior adults pay fees only.
Course #: VOC-618-A3
Tue., Feb. 7, 6:00 - 9:15 PM
Washington Road Campus, K129

Introduction to Dialectical Behavior Therapy
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 interaction and improve relationships. This general overview of DBT includes a brief history, theoretical considerations, applications and treatment format. Appropriate for clinicians working in the behavioral health field, including social workers, psychologists, behavioral health counselors and addiction counselors. 3 clock hours. Instructor: Anne Arena, MA, CAS

Total Cost: $145 (includes $30 fees)
MD senior adults pay fees only.
Course #: AHE-453-A3BP
Tue. & Thu., May 2 - Jun. 16, 5:00 - 9:15 PM (10 sessions)
Washington Road Campus, M116

Introduction to Dental Assisting
Gain entry-level dental assisting job skills in 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 operatory/lab and practice using dental software. Prerequisite: Professional Preparation in Healthcare. Course includes an online component; internet access required.

Total Cost: $745 (includes $145 fees); plus text MD senior adults pay fees only.
Course #: VOC-690-A3
Tue., Mar. 7 - 21, 6:00 - 9:15 PM (3 sessions)
Washington Road Campus, K132

Dental

Emotional Freedom Techniques
Emotional Freedom Techniques (EFT) uses the body’s subtle energy systems to provide rapid, lasting relief for most emotional problems seen in social work and counseling practices. EFT is an extremely effective and simple therapeutic process for treating traumas, fears and phobias, anger, addictions, negative self-concepts and performance enhancements. Simple phobias are usually eliminated in one to three sessions. Be prepared to use this simple procedure for both personal and client enhancement.

Total Cost: $80 (includes $30 fees)
MD senior adults pay fees only.
Course #: VOC-255-A4
Fri., Apr. 21, 9:00 AM - 4:00 PM
Washington Road Campus, N105

DID YOU KNOW?
In 1905, Dental Assistant Irene Newman was trained to clean teeth. She became the first Dental Hygienist.
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 the clinical at your place of employment or at the Maryland State Dental Association (see details below). 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 convenient to student and instructor. Prerequisites: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course.
Total Cost: $585 (includes $270 fees); plus text
MD senior adults pay fees only.
Course #: AHE-298-A3BP
Tue., Feb. 28 - May 30, 9:30 AM - 12:45 PM
(13 sessions; no class 3/14 & 4/11)
Washington Road Campus, M161

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).
Prerequisites: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. A working knowledge of oral anatomy, dental terminology and infection control is required. Oral Radiography certification is preferred, but not mandatory.
Total Cost: $685 (includes $340 fees); plus text
MD senior adults pay fees only.
Course #: AHE-099-A3BP
Tue & Thu., Feb. 28 - Apr. 6, 6:00 - 9:15 PM
(12 sessions)
Washington Road Campus, M161

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 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 $64 fees)
MD senior adults pay fees only.
Course #: AHE-270-A3
Tue., Mar. 7 - 28, 9:30 AM - 12:45 PM
(3 sessions; no class 3/14)
Washington Road Campus, M161

Online Courses
Administrative Dental Assistant
For more info go to caretreentraining.ed2go.com/carlcoll. Click on Healthcare and Fitness.

Health Information Technology
Medical Billing for the Physician’s Office
Learn the lifecycle of a billing claim and how medical insurances work with the billing process in a physician’s office. Work with electronic medical records and bill claims using medical billing software. This course prepares you for the Certified Professional Biller (CPB) national certification exam offered by the American Academy of Professional Coders (AAPC).
Total Cost: $475 (includes $30 fees); plus text
MD senior adults pay fees only.
Course #: AHE-199-A3
Mon. & Wed., Jan. 9 - Feb. 27, 6:00 - 9:15 PM
(14 sessions; no class 1/16)
Washington Road Campus, K204

Medical Coding for the Physician’s Office - AAPC
Prepare for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-10 and HCPCS to describe and document medical services. Cost includes first year’s membership in AAPC, textbooks and certification exam. The certification exam will be scheduled two weeks following the last class, on a Saturday. Prerequisites: Medical Terminology for Health Careers.
Total Cost: $2,195 (includes $995 fees); includes text
MD senior adults pay fees only.
Course #: AHE-197-A3P
Mon. & Wed., May 22 - Sep. 20, 5:30 - 8:45 PM
(34 sessions; no class 5/29 & 9/4)
Washington Road Campus, K205

Health Care Training Information Session
Be job-ready in as little as two months!

Thursday, Jan. 5, 6 – 7:30 p.m.
Washington Road Campus, K100
(snow date: Jan. 11)

Drop in to talk with instructors and program managers to learn about these high-demand, non-credit health care training programs:
• Assisted Living Manager
• CNA
• Dental Assistant
• EKG Technician
• Medical Assistant
• Medical Biller
• Medical Coder
• Medical Transcription Editor
• Pharmacy Technician
• Phlebotomy Technician
• Sterile Processing Technician

Find out about:
• Program requirements
• Scheduling
• Resources available to help pay for training

Course #: XXB-140-A3
No Cost – but you must register to reserve your seat.

Register online at carrollcc.edu/instantenrollment or call Continuing Education and Training at 410-386-8100.
Affordable Payment Plan
Get the skills you need to be a Medical Coder now! Use the FACTS affordable payment plan with a payment of $573.75 at the time of registration, then 6 monthly payments of approximately $274.38.

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); includes text MD senior adults pay fees only.
Course #: XXZ-210 Online

Medical Assistant
Become eligible for national certification as a Clinical Medical Assistant through the National Healthcareer Association (NHA). An application must be completed for this training. Call 410-386-8100 for information.

What students are saying...

“I did it! I just want to thank you! Thank you for giving me the opportunity for such a great experience. And, really, I could go on... and on... about the instructors - they’ve all been so great. I knew after the first day that this is where I belong! (I got a job! YAY!) Time flew by soooo fast!”
— Angie, Medical Assistant Training Completer

The following courses are available to students currently enrolled in the Medical Assistant Training program, unless otherwise noted in the course description.

Professional Preparation for Medical Assistants  
Learn the essentials of a successful student and employee in the field of medical assisting. Cultivate your professional image starting in the classroom as a professional student. Set yourself apart for your job search through professionalism. Prepare to become the type of medical assistant that employers seek. Topics include communication, working well on teams, respecting and valuing differences, availability of healthcare careers in the local region, marketing your skills to potential employers, résumés, application letters and how to prepare for interviews.
Total Cost: $507 (includes $40 fees); plus text
Course #: AHE-312-A38
Thu., Mar. 9 - Jun. 15, 6:00 - 9:15 PM (14 sessions; no class 4/13)
Washington Road Campus, N105

Medical Administrative Assistant  
Taken in conjunction with the Medical Assistant classes, this course provides front office training for individuals pursuing a career in a doctor’s office or clinic. Topics include appointment scheduling, coding, billing and records management. Textbook required. Prerequisite: Completion of Module 1 of the Medical Assistant Training.
Total Cost: $409 (includes $112 fees); plus text
Course #: AHE-243-A3BP
Tue. & Thu., Jan. 31 - Feb. 28, 6:00 - 9:15 PM (9 sessions)
Washington Road Campus, N105

Medical Administrative 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: $746 (includes $80 fees)
MD senior adults pay fees only.
Course #: AHE-240-A4P
Mon. - Fri., May 15 - 26, 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: $726 (includes $60 fees)
MD senior adults pay fees only.
Course #: AHE-241-A4P
Mon. - Fri., May 30 - Jun. 12, 9:00 AM - 4:00 PM (10 sessions)
Local Clinical Facilities

Basic EKG Training  
Learn the basics of EKGs, stress tests, Holter monitors, cardiac anatomy and physiology, patient preparation, and patient confidentiality. Prerequisites: Medical Terminology for Health Careers (AHE-149) and must be a Medical Assistant student.
Total Cost: $5435 (includes $39 fees); plus text
Course #: AHE-288-A4BP
Mon. & Wed., Apr. 24 - Jun. 12, 6:00 - 9:15 PM (12 sessions; no class 4/26, 5/3 & 5/29)
Washington Road Campus, N201

Basic Math for Health Care Workers  
You need math to work in health care! Learn the math required for allied health courses and in the health care field. Basic math functions will be reviewed and used to solve health care problems involving: fractions, decimals, measurements and setting up basic algebraic equations.
Total Cost: $150 (includes $40 fees)
MD senior adults pay fees only.
Course #: AHE-146-A4P
Tue., May 23 - Jun. 20, 6:00 - 8:15 PM (5 sessions)
Washington Road Campus, N105
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 health care program requiring this course. Completion of Module 1 of the Medical Assistant Training and Phlebotomy for Health Careers. Total Cost: $640 (includes $100 fees); plus text MD senior adults pay fees only.

Course #: AHE-160-A3BP
Tue., Thu. & Sat., Feb. 18 - Mar. 25, Tue. & Thu., 6:00 - 9:45 PM, and Sat., 8:00 AM - 4:00 PM (11 sessions; no class 2/21, 2/23, 2/28, 3/4 & 3/18) Washington Road Campus, N209

Course #: AHE-160-A1BP
Tue., Thu. & Sat., Jul. 6 - Aug. 1, Tue. & Thu., 6:00 - 9:45 PM, and Sat., 8:00 AM - 4:00 PM (11 sessions; no class 7/22) Washington Road Campus, 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: $59 (includes $24 fees) MD senior adults pay fees only.

Course #: AHE-147-A4
Sat., May 20, 9:00 AM - 1:30 PM Washington Road Campus, N105

Introduction to Electronic Health Records ★
Learn the fundamental principles of Electronic Health Records (EHR). Topics include the integration of technology into healthcare, clinical standard compliance, health data management concepts and EHR challenges. Prerequisite: Medical Terminology for Health Careers (AHE-149). Total Cost: $354 (includes $54 fees); plus text MD senior adults pay fees only.

Course #: AHE-212-A4BP
Thu., Apr. 20 - Jun. 15, 6:00 - 9:15 PM (9 sessions) Washington Road Campus, K203

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: $440 (includes $40 fees); plus text MD senior adults pay fees only.

Course #: AHE-144-A3BP
Mon. & Wed., Mar. 13 - Apr. 26, 6:00 - 9:15 PM (12 sessions; no class 4/10 & 4/12) Washington Road Campus, 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: $207 (includes $40 fees); plus text MD senior adults pay fees only.

Course #: AHE-145-A4BP
Mon. & Wed., May 1 - 15, 6:00 - 9:15 PM (5 sessions) Washington Road Campus, 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 a Health Care Program requiring this course and completed AHE-160 Basic Patient Intake. Total Cost: $521 (includes $95 fees); plus text MD senior adults pay fees only.

Course #: AHE-211-A3BP
Tue., Thu. & Sat., Mar. 28 - May 9; Tue. & Thu., 5:30 - 9:45 PM, and Sat., 8:00 AM - 4:00 PM (14 sessions; no class 4/11, 4/13, 4/15 & 4/22) Washington Road Campus, N209

Course #: AHE-211-A1BP
Tue., Wed. & Sat., Aug. 3 - Sep. 5, Tue. & Thu., 5:30 - 9:45 PM, and Sat., 8:00 AM - 4:00 PM (14 sessions; no class 8/5, 8/7, 8/16, 8/19 and 9/2) Washington Road Campus, N209

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 Healthcare Systems (AHE-145). Total Cost: $339 (includes $40 fees); plus text MD senior adults pay fees only.

Course #: AHE-275-A4BP
Mon. & Wed., May 22 - Jun. 21, 6:00 - 9:15 PM (9 sessions; no class 5/29) Washington Road Campus, N205

Phlebotomy for Health Careers ★
Learn the basic techniques and procedures necessary to properly collect blood specimens. Topics include venous anatomy and physiology, blood collection systems, performance of venipuncture, infection control and patient relations. Course includes 30 hours of classroom training plus 18 daytime hours of clinical practice at local labs. Prerequisites: Limited to Medical Assistant students and healthcare providers interested in improving their skills. To begin a career as a phlebotomist, see Phlebotomy Technician Training. At time of registration, student must have current American Heart Association BLS Provider CPR card or must be registered for and successfully complete an AHA BLS Provider CPR course prior to the start of the clinical portion of this training. Students must have also successfully completed Professional Preparation in Health Care AHE-196. Uniform required. Criminal background check/drug testing and immunization information are required for the clinical portion at an additional cost. Information distributed at first class. Total Cost: $650 (includes $117 fees); plus text MD senior adults pay fees only.

Course #: AHE-289-A3BP
Mon. & Wed., Mar. 13 - Apr. 19, 4:30 - 7:45 PM (10 sessions; no class 4/10 & 4/12) Washington Road Campus, M161
Clinical Medical Assistant Certification Exam Prep

Prepare for the National Healthcareer Association’s Certified Clinical Medical Assistant (NHA CCMA) exam. The exam prep is open to students who are already working in the field as a medical assistant. While medical assistants are not required to be certified, employers prefer to hire certified assistants.

These courses are aligned to the NHA CCMA exam requirements and the Medical Assistant Training program. Topics include core medical assistant responsibilities such as patient care and monitoring; medical office administration; healthcare regulation and ethics; administration of medication and treatments; and lab skills.

Upon completion of this course, students may sit for the NHA Certified Clinical Medical Assistant exam. The exam is administered on site. Students who pass the exam will be CCMA certified by the NHA. To be eligible for the course and the CCMA exam/certification, students must have a high school diploma, GED or equivalent. In addition, he/she must attest that they have met the work experience eligibility requirement which is a minimum of one year of full time employment as a medical assistant within the last three years.

Total Cost: $770 (includes $100 fees); includes text MD senior adults pay fees only.

Course #: AHE-293-A3
Mon. & Thu., Feb. 13 - Apr. 27, 6:00 - 9:15 PM
(20 sessions; no class 4/10 & 4/13)
Washington Road Campus, M055

CPR Health Care Provider/BLS

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

Anatomy and Physiology for Health Careers

See Health Care/General Health Care Education section for course details.

Massage

Integrated Reflexology

This advanced massage class introduces the history, theories and practice of reflexology and focuses on stimulation of specific reflex points in the hands, ears and feet. Learn key terms and concepts and learn how to perform a basic reflexology assessment and develop and implement a specific reflexology treatment plan. Approved by the National Certification Board for Therapeutic Massage Bodywork (NCBTMB) for 6 CEUs. Wear comfortable clothing and bring a massage table and linens to class. Instructor: Lucile McConnell, LMT is and NCBTMB approved provider.

Total Cost: $99 (includes $30 fees)
MD senior adults pay fees only.

Course #: AHE-310-A4
Sat., Apr. 22, 10:00 AM - 5:00 PM
Washington Road Campus, N205

Mental Health

For behavioral health professional CEU courses, see the Health Care/Other Health Care Occupations/Behavioral Health section.

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-A3
Online
For information go to http://carrollcc.theknowledgebase.org.

Nutrition

Nutritional 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: $1,675 (includes $1,675 fees)
MD senior adults pay fees only.

Course #: XXP-010-A3
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.

Online; start anytime
For more information and course registration details go to careertraining.ed2go.com/carrollcc. Click on Healthcare and Fitness.

Pharmacy

Take your 99-hour pharmacy technician training now before required hours increase. Beginning 2020, the Pharmacy Technician Certification Board will require completion of a 600-hour pharmacy technician training program.

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

DID YOU KNOW?

60 minutes of massage can have the same effect on your body as 7 to 8 hours of good sleep.

This symbol indicates that a course is part of a Continuing Education certificate program. See page 3 or www.carrollcc.edu/cecertificates for more information.
component and practical experience provided in a mock pharmacy. A strong 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: $1,265 (includes $166 fees); plus text MD senior adults pay fees only.

Course #: AHE-712-A3B
Mon., Wed. & Thu., Feb. 27 - Mar. 18, 9:30 AM - 12:45 PM (33 sessions; no class 4/10, 4/12 & 4/13)
Washington Road Campus, N201

Affordable Payment Plan
Get the skills you need to be a Pharmacy Technician now! Use the FACTS affordable payment plan with a payment of $341.25 at the time of registration, then 6 monthly payments of approximately $158.13.

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, specimen processing and handling and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: At time of registration, student must have a current American Heart Association BLS Provider CPR card or must be registered for and successfully complete an AHA BLS 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-A3BP
Mon. & Wed., Jan. 9 - Feb. 20, 4:30 - 8:45 PM (12 sessions; no class 1/16)
Washington Road Campus, M157

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: Theory. Total Cost: $619 (includes $30 fees) MD senior adults pay fees only.

Course #: AHE-297-A3P
Mon.-Fri., Feb. 27 - Mar. 8, 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 $540.75 at the time of registration, then 6 monthly payments of approximately $257.88.

Physical Therapy Aide

Physical Therapy Aide
Master the skills needed to begin a career as a physical therapy aide. Learn what physical therapy entails, identify the responsibilities of a physical therapy aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will gain a solid foundation in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers.

Total Cost: $1,895 (includes $1,895 fees) MD senior adults pay fees only.

Online; start anytime
For more information and course registration details go to careertraining.ed2go.com/carrollcc. Click on Healthcare and Fitness.

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: $619 (includes $30 fees) MD senior adults pay fees only.

Course #: AHE-298-A3P
Mon.-Fri., Mar. 8 - 17, 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 $540.75 at the time of registration, then 6 monthly payments of approximately $257.88.

Mental Health First Aid

Mental Health First Aid
Somebody you know could be experiencing a mental illness or crisis. Learn a 5-step action plan to offer initial help to people with signs and symptoms of mental distress, and connect them with the appropriate professional, peer, social or self-help care. Anyone can take this 8-hour course—first responders, students, teachers, faith leaders, human resources professionals and caring citizens.

Jan. 12 and 13, 12 - 4:30 p.m.
Course #: AHE-291-A3

March. 13 and 14, 12 - 4:30 p.m.
Course #: AHE-291-B3

May 11 and 12, 12 - 4:30 p.m.
Course #: AHE-291-A4

June 1 and 2, 8:30 a.m. - 1 p.m.
Course #: AHE-291-B4

Youth Mental Health First Aid
Learn the risk factors and warning signs of mental health challenges common among adolescents, including anxiety, depression, psychosis, eating disorders, ADHD, disruptive behavior disorders and substance abuse disorders. Recognize and provide support to a youth displaying signs and symptoms of mental illness or in an emotional crisis. Curriculum is focused on ages 12 – 18.

Feb. 1 and 2, 8:30 a.m. - 1 p.m.
Course #: AHE-292-A3

April 5 and 6, 5 - 9:30 p.m.
Course #: AHE-292-A4

All classes held at the Washington Road Campus.
Register at www.carrollcc.edu/instantenrollment or call 410-386-8100
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.

Course #: AHE-282-A3
Thu., Jan. 12 – Mar. 30, 6:00 - 9:15 PM (12 sessions)
Washington Road Campus, 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.

Course #: AHE-149-A3
Tue., Mar. 7 – May 16, 6:00 - 9:15 PM (10 sessions; no class 4/11)
Washington Road Campus, N202

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, résumés, application letters and how to prepare for interviews.

Course #: AHE-196-A3
Tue. - Thu., Jan. 3 - 5, 6:00 - 8:45 PM (3 sessions)
Washington Road Campus, N205

Course #: AHE-196-A4
Tue. & Thu., Apr. 18 - 25, 6:00 - 8:45 PM (3 sessions)
Washington Road Campus, N205

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.

Heartsaver CPR AED: Adult, Infant, Child
This classroom, video-based, instructor-led course teaches CPR and AED use, as well as how to relieve choking in an adult, infant and child. Heartsaver training is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. Upon successful completion, an AHA Heartsaver CPR AED 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: $55 (includes $44 fees); includes text

Course #: AHE-303-A3
Sat., Feb. 11, 9:00 AM - 1:15 PM
Washington Road Campus, N105

Heartsaver First Aid CPR AED
Designed 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. Learn critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrive. Upon successful completion, an AHA Heartsaver First Aid CPR AED card will be issued, valid for 2 years.

Total Cost: $89 (includes $52 fees); includes text

Course #: AHE-239-A3
Wed. & Thu., Mar. 1 & 2, 5:30 - 9:45 PM (2 sessions)
Washington Road Campus, N106

Heartsaver Pediatric First Aid CPR AED
Learn the skills needed to respond to anything from minor pediatric injuries to life-threatening emergencies. This course is intended 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. Meets the regulatory requirements for child care providers. Upon successful completion, an AHA Heartsaver Pediatric First Aid CPR AED card will be issued, valid for two years.

Total Cost: $85 (includes $53 fees); includes text

Course #: AHE-046-A3
Wed. & Thu., Jan. 11 & 12, 6:00 - 9:15 PM (2 sessions)
Washington Road Campus, N106

CPR Healthcare Provider/BLS
Per the 2015 American Heart Association Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care, this course will now be required for both initial and renewal Healthcare Provider/BLS training. Healthcare Provider/BLS training is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

You must demonstrate competency through both a written test and skills evaluation. Upon successful completion, an AHA BLS Provider card will be issued, valid for two years. Books available prior to class upon request by calling Diana Dannettel at 410-386-8122.

Total Cost: $85 (includes $53 fees); includes text

Course #: AHE-239-A3
Wed. & Thu., Mar. 1 & 2, 5:30 - 9:45 PM (2 sessions)
Washington Road Campus, N106

Heartsaver First Aid
Learn how to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Designed to meet OSHA regulations, this course covers first aid basics for the most common life-threatening emergencies, how to recognize them, how to call for help and how to perform lifesaving skills. Upon successful completion, an AHA First Aid card will be issued, valid for two years.

Total Cost: $89 (includes $52 fees); includes text

Course #: AHE-302-A4
Sat., Apr. 22, 8:00 AM - 5:00 PM
Washington Road Campus, N105
Advanced Cardiovascular Life Support (ACLS)

Total Cost: $259 (includes $85 fees); includes text (2 sessions)

Sat., Apr. 22, 9:00 AM - 4:00 PM
Sat., Apr. 8, 9:00 AM - 4:00 PM
Sat., Mar. 25, 9:00 AM - 4:00 PM
Sat., Feb. 25, 9:00 AM - 4:00 PM
Sat., Feb. 11, 9:00 AM - 4:00 PM

ACLS Provider

Advanced Cardiovascular Life Support (ACLS) is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac arrest care. It covers airway management and related pharmacology. Skills are taught in large group sessions and small group learning and testing stations where case-based scenarios are presented. ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest and other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units. Registration closes two weeks prior to start date. Due to mailing of materials, no refunds provided two weeks prior to start date.

Prerequisite: Current AHA BLS Provider card.

ACLS Update

Are your two years of ACLS certification up? Review the most current training available in Advanced Cardiovascular 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, 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 AHA BLS Provider card and current AHA ACLS Provider card. Upon successful completion, an AHA ACLS Provider card will be issued, valid for two years.

Total Cost: $183 (includes $90 fees); includes text

MD senior adults pay fees only.

Course #: AHE-046-C3
Sat., Feb. 11, 9:00 AM - 4:00 PM
Washington Road Campus, N106

Course #: AHE-046-D3
Sat., Feb. 25, 9:00 AM - 4:00 PM
Washington Road Campus, N106

Course #: AHE-046-E3
Sat., Mar. 11, 9:00 AM - 4:00 PM
Washington Road Campus, N106

Course #: AHE-046-F3
Sat., Mar. 25, 9:00 AM - 4:00 PM
Washington Road Campus, N106

Course #: AHE-046-A4
Sat., Apr. 8, 9:00 AM - 4:00 PM
Washington Road Campus, N106

Course #: AHE-046-B4
Sat., Apr. 22, 9:00 AM - 4:00 PM
Washington Road Campus, N106

INFORMATION TECHNOLOGY: OFFICE AND WORKPLACE

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 - and now includes topics previously covered in Introduction to Windows - all in one course! No prior computer experience needed. This course utilizes Microsoft Windows 10.

Total Cost: $195 (includes $195 fees); includes text

MD senior adults pay fees only.

Course #: AHE-300-C2P
Wed. & Thu., Dec. 14 & 15, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Course #: AHE-300-A3P
Wed. & Thu., Feb. 22 & 23, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Course #: AHE-300-A4P
Wed. & Thu., Apr. 26 & 27, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Course #: AHE-300-A4P
Wed. & Thu., Apr. 26 & 27, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Course #: AHE-300-A4P
Wed. & Thu., Apr. 26 & 27, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Course #: AHE-300-A4P
Wed. & Thu., Apr. 26 & 27, 8:00 AM - 4:30 PM (2 sessions)
Washington Road Campus, N106

Cyber Security

For more information go to www.carrollcc.edu/cyber

Certified Information Security Manager (CISM)

IT Security is one of the hottest areas of Information Technology today and the CISM is a valued credential. This course promotes international practices and provides management with assurance that those earning this designation have the knowledge and experience to provide effective security management. Prepare for a position in risk management, as a security auditor, compliance officer or in executive management.

Total Cost: $599 (includes $599 fees)

MD senior adults pay fees only.

Course #: XXP-023-A3
For information go to http://carrollcc.theknowledgebase.org.

CompTIA Advanced Security Practitioner (CASP)

Learn the technical knowledge and skills required to conceptualize, design and engineer secure solutions across complex enterprise environments. Learn how to apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers, while managing risk. The CASP certification is intended to follow CompTIA Security+ or equivalent experience and has a technical, hands-on focus at the enterprise level.

Total Cost: $599 (includes $599 fees)

MD senior adults pay fees only.

Course #: XXP-025-A3
For information go to http://carrollcc.theknowledgebase.org.

Cloud Computing Security Knowledge (CCKS)

Study cloud security fundamentals and prepare to take the Cloud Security Alliance CCKS certification exam. Begin with a detailed description of cloud computing and then expand into all major domains such as Governance and Risk Management, the Cloud Architectural Framework and Business Continuity/Disaster Recovery.

Total Cost: $599 (includes $599 fees)

MD senior adults pay fees only.

Course #: XXP-031-A3
For information go to http://carrollcc.theknowledgebase.org.