

# BALANCE

Non-Credit Class Schedule  
Fall 2022

## *Inside*

- Career Training  
NEW Programs this Fall.  
Scholarships Available.
- Personal Enrichment
- Business & Leadership  
Development

*Build your career. Enrich your life.*



Starting This Fall

# NEW CAREER TRAINING PROGRAMS

## Advanced Manufacturing

Prepare for Certified Manufacturing Associate (CMfgA) Certification. Demonstrate your potential for in-demand, entry level roles in this technology-rich industry with opportunities for advancement into higher level positions. Topics include assembly, maintenance, machining, inspection and more.

For more information about courses, go to page 17.

## Automotive Technician

Prepare to test for individual ASE certifications, that can lead to the Maintenance and Light Repair professional certification, through a combination of interactive learning and virtual/hands-on demonstrations. Learn about brakes, electrical systems, steering and suspension from trained mechanics.

For more information about courses, go to page 18.

## Cannabis

Learn the basic skills you need to get hired in the cannabis industry. Learn how to grow, process and dispense in the Maryland medical cannabis industry.

For more information about courses, go to page 48.

## CDL Class A Commercial Driver's License

Prepare for the Maryland Class A Commercial Driver's License (CDL) in 8 weeks! Training starts in the classroom, then moves to a driving range for behind-the-wheel practice. Gain the knowledge and skills needed to qualify for your Class A commercial driver's license.

For more information about courses, go to page 51.

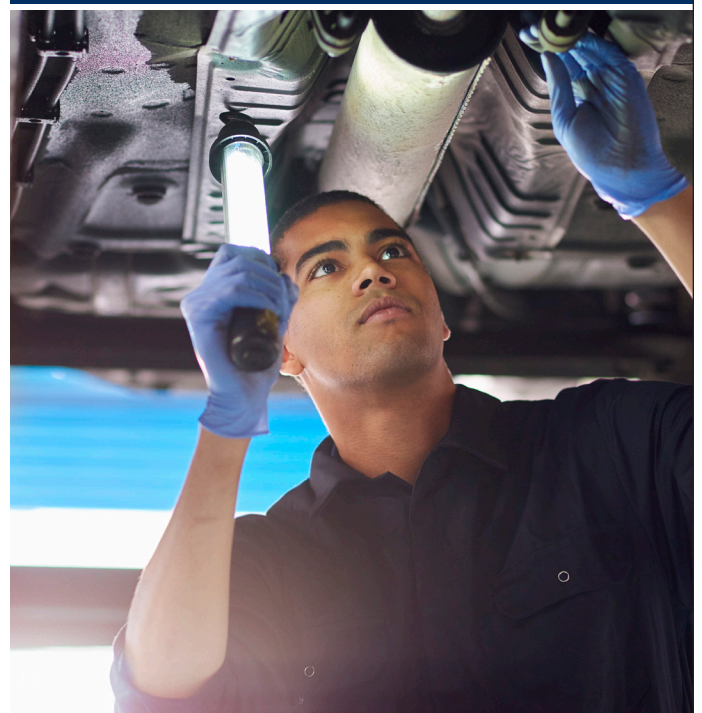
## UAS (Drone) FAA Remote Pilot

Become a commercial remote pilot. Our all-new program includes National Institute of Standards & Technology training, night flight, more hands-on flight time with industry-leading drones and fewer classes. Leave with a portfolio of captured footage to show potential clients or employers.

For more information about courses, go to page 34.

**See all non-credit career training programs on pp. 3 – 15.**

We offer more than 40 short-term training programs for career entry and advancement in business, technology, healthcare, skilled trades and more.



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## Numbers to Know



Admissions for Degree Programs.....	410-386-8430
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Career Services.....	410-386-8523
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Disabilities .....	410-386-8329
General College Information.....	410-386-8000
Records/Registration for Degree Programs .....	410-386-8440

A smiling woman with glasses is holding a golden retriever puppy. The puppy is looking directly at the camera with its tongue out. The background is a bright, slightly blurred indoor setting.

# WORKFORCE TRAINING CERTIFICATES

Make Pet Care Your Career

Become a **Veterinary Assistant** > page 5

Help Brighten People's Smiles

Train to be a **Dental Assistant** > page 7

Prescription for a Fulfilling Future

As a **Pharmacy Technician** > page 8





## CAREER HERE! WORKFORCE TRAINING CERTIFICATES

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

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

### Why earn your Workforce Training Certificate from Carroll?

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

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

See the Course Index (pp. 78 – 80) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

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

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

### NEED HELP PAYING FOR CAREER TRAINING?

#### Non-Credit Tuition Assistance

Tuition assistance may be available for eligible non-credit students. Visit [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

#### Affordable Payment Plan

Tuition \$200 or more?  
Pay in installments! Visit [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).



# Show It Off.

Broadcast your accomplishment with a Digital Badge

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

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

Offered in partnership with Credly, you can:

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For more information, visit [www.carrollcc.edu/digitalbadges](http://www.carrollcc.edu/digitalbadges) or call 410-386-8100.



# Financial Assistance for Workforce Training Certificates

More than \$100,000  
in scholarship  
funds available!

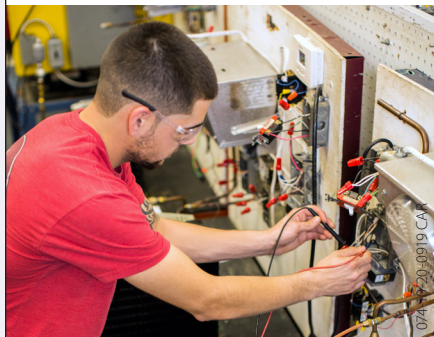
## ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

## AVAILABLE SCHOLARSHIPS:

- Maryland Workforce Development Sequence Scholarship
- Governor's Emergency Education Relief (GEER) Fund
- Maryland Promise Scholarship

Scholarships are limited,  
so act fast!



For more information, contact  
Beth Lee at 410-386-8096 or visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

# WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

## ADVANCED MANUFACTURING

### Automotive Technician

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

#### Courses

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

Approximate Number of Hours  
129

Approximate Training Cost  
\$1,946

#### Licensure/Certification earned

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

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

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

### Manufacturing Associate

Manufacturing is a technology-rich industry filled with opportunities for continued growth and advancement into higher level positions. Employers in the manufacturing field are looking for individuals who are not only comfortable with new technology but can also use time-proven solutions to solve problems

#### Courses

MFG-008 Introduction to Manufacturing  
MFG-009 Manufacturing Math and Measurements  
MFG-010 Blueprints and Precision Measurements  
MFG-011 Introduction to Assembly  
MFG-012 Robots in Manufacturing  
MFG-013 Industrial Safety  
MFG-014 Troubleshooting and Quality Control  
MFG-015 Manufacturing Capstone

Approximate Number of Hours  
123

Approximate Training Cost  
\$2,102

#### Licensure/Certification Earned

Students who successfully complete the certification exam administered in the Manufacturing Capstone course will earn the SME Certified Manufacturing Associate Certification.

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

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





## ANIMAL CONTROL AND CARE

### Veterinary Assistant

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

#### Courses

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

#### Approximate Number of Hours

250 hours

#### Approximate Training Cost

\$3,348

#### Licensure/Certification Earned

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

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

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

## CHILD CARE

### Child Care Professional Early Childhood Teacher

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

#### Courses

- CCT-514 Growth and Development in Early Childhood (online)
- CCT-513 Materials and Methods for Early Childhood Education

#### Approximate Number of Hours

90 hours

#### Approximate Training Cost

\$880

#### Licensure/Certification Earned

None

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

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

### Child Care Professional Infant/Toddler Teacher

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

#### Courses

- CCT-514 Growth and Development in Early Childhood (online)
- or CCT-513 Materials and Methods for Early Childhood Education
- and CCT-512 Infants & Toddlers: Development & Care

#### Approximate Number of Hours

90 hours

#### Approximate Training Cost

\$880

#### Licensure/Certification Earned

None

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

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

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starts here!**



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Carroll's exclusive job board for students, alumni and community members.  
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## Child Care Professional School Age Teacher

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

### Courses

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

### Approximate Number of Hours

90 hours

### Approximate Training Cost

\$880

### Licensure/Certification Earned

None

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

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

## DRONE

### UAS (Drone) FAA Remote Pilot

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

### Courses

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

### Approximate Number of hours

95

### Approximate Training Cost

\$1996

### Licensure/Certification Earned

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

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

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

## FITNESS

### Personal Fitness Trainer

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

### Courses

- VOC-746 ACE Certification for Personal Fitness Trainer

### Approximate Number of Hours

60 hours

### Approximate Training Cost

\$574

### Licensure/Certification Earned

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

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

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

## GET HELP PAYING FOR CAREER TRAINING

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

For info, visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at 410-386-8096.

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## HEALTH CARE

### Certified Nursing Assistant (CNA)

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

#### Prerequisites

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

#### Courses

- AHE-042 Certified Nursing Assistant Training Part 1 (Theory)  
AHE-580 Certified Nursing Assistant Training Part 2 (Clinical)  
AHE-455 GNA Skills Lab

#### Approximate Number of Hours

138 hours (excluding prerequisites)

#### Approximate Training Cost

\$2,043 (excluding prerequisites)

#### Licensure/Certification Earned

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

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

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

### Dental Assistant

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

#### Prerequisite

- AHE-196 Professional Preparation in Health Care

#### Courses

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

#### Approximate Number of Hours

90 hours (excluding prerequisites)

#### Approximate Training Cost

\$1,870 (excluding prerequisites)

#### Licensure/Certification Earned

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

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

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

### Emergency Medical Technician

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

#### Courses

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

#### Approximate Number of Hours

141.5 hours

#### Approximate Training Cost

\$1,509

#### Licensure/Certification Earned

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

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

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

### Medical Assistant

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

All new Medical Assistant training program starts this fall. For information call 410-386-8100.

#### Licensure/Certification Earned

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

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

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



## Medical Biller

Medical billers use a multi-step process that begins with generating an insurance claim and continues through a series of collection and payment activities. They must be familiar with the claim requirements for a variety of insurance companies including government payers. Hours are generally daytime with some evening and weekend flexibility.

### Courses

AHE-199	Medical Billing for the Physician's Office
AHE-149	Medical Terminology for Health Careers
AHE-212	Introduction to Electronic Health Records
AHE-147	HIPAA Training

### Approximate Number of Hours

101 hours

### Approximate Training Cost

\$1,328

### Licensure/Certification Earned

Successful completion prepares students for the Certified Professional Biller (CPB) national certification exam offered by the American Academy of Professional Coders (AAPC).

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

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

## Pharmacy Technician

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

### Courses

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

### Approximate Number of Hours

105 hours (excluding prerequisites)

### Approximate Training Cost

\$1,500 (excluding prerequisites)

### Licensure/Certification Earned

This course prepares students to sit for one of the national pharmacy technician certification exams: the PTCE offered by the Pharmacy Technician Certification Board and the ExCPT offered by the National Healthcareer Association. Individuals who pass either exam are given the designation of CPhT (Certified Pharmacy Technician).

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

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

## Phlebotomy Technician

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

### Prerequisite Courses

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

### Courses

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

### Approximate Number of Hours

168 hours (excluding prerequisites)

### Approximate Training Cost

\$2,173 (excluding prerequisites)

### Licensure/Certification Earned

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

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

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





## Registered Behavior Technician

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

### Courses

AHE-368 Registered Behavior Technician Training I  
AHE-369 Registered Behavior Technician Training II

### Approximate Number of Hours

40 hours

### Approximate Training Cost

\$550

### Licensure/Certification Earned

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

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

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

## Sterile Processing Technician

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

### Prerequisite Courses

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

### Courses

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

### Approximate Number of Hours

96 hours (excluding prerequisites)

### Approximate Training Cost

\$1,374 (excluding prerequisites)

### Licensure/Certification Earned

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

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

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

## REAL ESTATE

### Home Inspector

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

### Courses

VOC-330 Home Inspection Training

### Approximate Number of Hours

81 hours

### Approximate Training Cost

\$1,058

### Licensure/Certification Earned

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

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

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

### Real Estate Sales Agent

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

### Courses

REA-266 Maryland Real Estate Principles & Practices

### Approximate Number of Hours

60 hours

### Approximate Training Cost

\$829

### Licensure/Certification Earned

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

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

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



## TRADES

### Electrical Helper

There is a wide variety of career opportunities in the electrical trade. Electrical helpers measure, cut, bend wire and conduits utilizing measuring instruments and various hand tools. Additional duties include maintaining tool inventories, equipment, and parts and supplies. This program will prepare the students to understand basic electrical theory, interpret blueprints and schematics, and the installation of basic electrical devices.

#### Courses

- VOC-735 Introduction to the Electrical Trade—Part 1
- VOC-736 Introduction to the Electrical Trade—Part 2

#### Approximate Number of Hours

90 hours

#### Approximate Training Cost

\$1,520

#### Licensure/Certification Earned

None.

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

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

### Electrical Apprenticeship

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

#### Courses

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

#### Approximate Number of Hours

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

#### Approximate Training Cost

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

#### Licensure/Certification Earned

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

For more information, call 410-876-0484.

### HVACR Apprenticeship

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

#### Courses

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

#### Approximate Number of Hours

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

#### Approximate Training Cost

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

#### Licensure/Certification Earned

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

For more information, call 410-431-8889.

## GET HELP PAYING FOR CAREER TRAINING

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

For info, visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at **410-386-8096**.

001-02-23





## HVACR Technician

HVACR technicians work in entry-level positions with large or small contracting companies, manufacturers or wholesalers of environmental systems equipment. They install, service and repair heating and air conditioning systems in residences and commercial establishments.

### Courses

VOC-220 Applications in Environmental Systems I

VOC-094 Applications in Environmental Systems II

### Approximate Number of Hours

90 hours

### Approximate Training Cost

\$1,178

### Licensure/Certification Earned

Upon successful completion of this training and the refrigerant handling certification exam administered during class, students are eligible for EPA Refrigerant Reclamation Certification.

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

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

## Welder/Advanced Welding

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

### Courses

VOC-015 Basic Welding

VOC-467 Advanced Welding

VOC-728 Advanced Welding 2

### Approximate Number of Hours

120 hours

### Approximate Training Cost

\$2,702

### Licensure/Certification Earned

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

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

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

## TRANSPORTATION

### Truck Driver

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

### Courses

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

### Approximate Number of Hours

CDL-A: 280 hours

### Approximate Training Cost

CDL-A: \$5,225 (plus applicable fees)

### Licensure/Certification Earned

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

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

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



# WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

## HEALTH CARE

### Assisted Living Manager

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

#### Courses

AHE-113 Assisted Living Manager

#### Approximate Number of Hours

80 hours

#### Approximate Training Cost

\$972

#### Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

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

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

### Medicine Aide Training

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

#### Courses

AHE-588 Medicine Aide Training

#### Approximate Number of Hours

74 hours

#### Approximate Training Cost

\$935

#### Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

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

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

## INFORMATION TECHNOLOGY

### Digital and Social Media Professional

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

#### Prerequisite Course

None

#### Courses (in order)

DAP-772 Introductory Seminar in Digital and Social Media

DAP-837 Social Media Strategies and Tactics

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

DAP-807 Advertising on Social Media

DAP-778 Digital and Social Media Program Capstone

#### Approximate Number of Hours

33 hours

#### Approximate Training Cost

\$767

#### Licensure/Certification Earned

None

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

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

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001-15-23



## QuickBooks Pro Specialist

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

### Courses

DAP-591 QuickBooks Pro Level 1  
DAP-762 QuickBooks Pro Level 2

### Approximate Number of Hours

24 hours

### Approximate Training Cost

\$450

### Licensure/Certification Earned

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

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

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

## MANAGEMENT

### Management Development

A manager accomplishes department objectives by managing and motivating staff, planning and evaluating department activities. They may select, hire and orient employees; are responsible to maintain a safe, secure and legal work environment; communicate job expectations, monitor results, coach employees; and establish strategic, departmental or team goals and evaluate outcomes.

### Courses

MGT-410 Management Basics: Foundations for Success (recommended first in series)  
MGT-401 Building a Winning Team: Interviewing, Selecting & Hiring Employees  
MGT-380 Effective Performance Appraisals  
MGT-381 Coaching Employees to Peak Performance  
MGT-399 Managing Using Emotional Intelligence  
MGT-400 HR Legal Issues for Managers  
MGT-411 Conflict Management  
MGT-412 Fostering Diversity in the Workplace  
MGT-413 Communications Skills for Managers  
MGT-414 Leading Change in the Workplace  
MGT-415 Leading High Performance Teams

### Approximate Number of Hours

69 hours

### Approximate Training Cost

\$1,489

### Licensure/Certification Earned

None

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

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

To earn the Management Development Workforce Training Certificate, please notify us of the certificate you wish to earn at the time of registration. After completing the final course in the certificate program, complete and submit a Student Request for a Workforce Training Certificate, which can be obtained online at [www.carrollcc.edu/cecificates](http://www.carrollcc.edu/cecificates) or by calling Customer Service at 410-386-8100. Upon verification of completion, the certificate will be mailed to you at the address on file within five business days.

# Need Help?

## Help With Career Choices

Need help choosing a career? Attend a free monthly session. No cost, but please register to reserve your seat. All sessions take place in person on campus.

# XXB-138 | No Cost

**B1 Mon. | Aug. 22 | 6 – 7 p.m.**  
1 session | Main Campus  
Instructor: Beth Lee

**A2 Mon. | Sept. 26 | 6 – 7 p.m.**  
1 session | Main Campus  
Instructor: Beth Lee

**B2 Mon. | Oct. 24 | 6 – 7 p.m.**  
1 session | Main Campus  
Instructor: Beth Lee

**C2 Mon. | Nov. 28 | 6 – 7 p.m.**  
1 session | Main Campus  
Instructor: Beth Lee

Register online at [carrollcc.edu/CETRegistration](http://carrollcc.edu/CETRegistration) or call Continuing Education and Training at 410-386-8100.





## EXAM PREPARATION FOR INDUSTRY CREDENTIALS

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

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

### DRONE

#### UAS (Drone) FAA Remote Pilot

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

##### Course

DRN-020 Commercial Remote Pilot Pt. 1

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

##### Approximate Number of Hours

20 hours

##### Approximate Training Cost

\$499

##### Licensure/Certification Earned

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

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

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

### HOME IMPROVEMENT

#### Home Improvement Contractor: MHIC Exam Prep

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

##### Courses

VOC-373 MHIC License Exam Preparation

##### Approximate Number of Hours

12 hours

##### Approximate Training Cost

\$222

##### Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

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

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

### HUMAN RESOURCES

#### Human Resources for Professionals and Certification Exam Preparation

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

##### Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

##### Approximate Number of Hours

30 hours

##### Approximate Training Cost

\$1,159

##### Licensure/Certification Earned

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

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

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



## INFORMATION TECHNOLOGY

### CompTIA A+

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

#### Courses

CMP-067 Basic CompTIA A+ Certification Prep

#### Approximate Number of Hours

24 hours

#### Approximate Training Cost

\$125

#### Licensure/Certification Earned

Students are prepared to sit for the CompTIA A+ Exam. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.

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

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

### CompTIA Network+

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

#### Courses

DAP-819 CompTIA Network+ Certification Prep

#### Approximate Number of Hours

24 hours

#### Approximate Training Cost

\$125

#### Licensure/Certification Earned

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

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

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

### QuickBooks Pro Specialist Certification Preparation

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

#### Courses

DAP-124 QuickBooks Pro Certified User Exam Prep

#### Approximate Number of Hours

6 hours

#### Approximate Training Cost

\$255 includes practice exam and voucher

#### Licensure/Certification Earned

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

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

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

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A smiling woman with brown hair, wearing a blue and white plaid shirt and a white apron, stands in a kitchen. In the foreground, a large black ring light is partially visible on the right side. Below the ring light, there are bowls of food, including a bowl of brown rice and some yellow bell peppers.

# CAREER & CONTINUING PROFESSIONAL EDUCATION

Make a Great Impression Online  
**Digital & Social Media Professional**  
> page 33

Draw on Our Top-Notch Training  
Become a **Phlebotomy Technician** > page 43

Earn While You Learn to Become a  
**Certified Nursing Assistant (CNA)** > page 45





## ADVANCED MANUFACTURING

### ADVANCED MANUFACTURING

#### NEW! Introduction to Manufacturing

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

Explore the basics of advanced manufacturing processes including additive manufacturing (3D printing) and subtractive manufacturing (CNC) and the methods that streamline these processes to improve products and profitability. Learn how these manufacturing approaches help companies optimize their processes through organization and waste reduction, therefore becoming more efficient.

# MFG-008 | \$299 (includes fees: \$220)

A2 Thu, Tue | Sept. 22 – Oct. 4 | 6 – 9:15 p.m.  
4 sessions | Main Campus

#### NEW! Manufacturing Math and Measurements

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

Examine basic mathematical and units of measurement operations and how they are used in a variety of manufacturing environments. Use basic arithmetic operations including addition, subtraction, multiplication and division. Practice concepts of negative numbers, integers, order of operations and grouping symbols. Apply methods used to perform basic mathematical operations including fractions, decimals and percentages, as well as conversions between fractions, decimals, mixed numbers and improper fractions. Interpret fractions and decimals in blueprint measurements. Review the English and Metric systems, including how the units of measurement are used every day in a production environment, and how conversion between them occurs.

# MFG-009 | \$309 (includes fees: \$70)

A2P Thu, Tue | Oct. 6 – 25 | 6 – 9:15 p.m.  
6 sessions | Main Campus

#### NEW! Blueprints and Precision Measurement

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

Gain a thorough understanding of blueprints and how they help ensure that finished parts will function in a way that meets the original intent. Read and interpret blueprint instructions and requirements necessary to manufacture and inspect parts to accurate specifications and ensure that finished parts will function in a way that meets the original intent. Use common gauging and variable inspection tools and methods to take specific measurements of part features using common devices such as calipers and micrometers. Describe common methods used for part tolerancing, the impact tolerances have on part production and quality, and how consistent measurement and inspection maintains standardization, while balancing the use of a product with the cost required to produce that product.

# MFG-010 | \$259 (includes fees: \$70)

A2P Thu, Tue | Oct. 27 – Nov. 8 | 6 – 9:15 p.m.  
4 sessions | Main Campus

#### NEW! Introduction to Assembly

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

Investigate the various methods and processes, often performed on assembly lines, used to assemble various components into finished parts. Discuss the main assembly methods including mechanical fastening, adhesive bonding and welding. Identify the different tools that are used to assemble fasteners including their advantages and disadvantages. Engage in the analysis of different safety guidelines to perform various assembly operations safely and effectively. Recognize point of operation safety precautions and equipment, proper fall prevention, ergonomics and tool-handling procedures.

# MFG-011 | \$159 (includes fees: \$70)

A2P Thu, Tue | Nov. 10 & 15 | 6 – 9:15 p.m.  
2 sessions | Main Campus

#### NEW! Robots in Manufacturing

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

Learn how manufacturers increasingly use industrial robots to perform tasks to speed up production, improve part quality, preserve operator safety and perform repetitive or dangerous tasks with a high degree of accuracy. Understand the basics of industrial robotics, including types, applications and programming methods. Explore the basic robot components, types, applications and the programming methods used in manufacturing. Recognize safety protocols associated with the various ways to prevent robot accidents.

# MFG-012 | \$159 (includes fees: \$70)

A2P Thu, Tue | Nov. 17 & 22 | 6 – 9:15 p.m.  
2 sessions | Main Campus

#### NEW! Industrial Safety

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

Examine the various aspects of industrial safety. Discuss the effects of implementing proper safety standards in the workplace. Explore the purpose of OSHA and other safety standards and guidelines. Investigate how these regulations affect both employers and employees, and how compliance creates a safe working environment.

# MFG-013 | \$359 (includes fees: \$70)

A2P Tue, Thu | Nov. 29 – Dec. 15 | 6 – 9:15 p.m.  
6 sessions | Main Campus

#### NEW! Troubleshooting and Quality Control

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

Explore the methods and tools used to troubleshoot problems. Investigate methods of finding the root cause of a problem and learn how to distinguish deviations from problems and early warning signs. Identify the various tools used to collect and interpret troubleshooting data to find possible solutions. Recognize the importance of organizations using methods, such as quality management systems and quality standards. Describe how each department of an organization plays a role in achieving quality.

# MFG-014 | \$259 (includes fees: \$70)

A3P Tue, Thu | Jan. 10 – 19 | 6 – 9:15 p.m.  
4 sessions | Main Campus



## NEW! Manufacturing Capstone

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

Analyze the manufacturing industry and the various activities that are required to create a product. Investigate the various fields and common tasks within the manufacturing industry to become familiar with the variety of career opportunities and select a career in this industry. Prepare to complete the Certified Manufacturing Associate (CMfgA) Certification exam. This industry-driven certification demonstrates that the individual has basic knowledge of manufacturing and may be an ideal candidate for entry-level manufacturing employment. Certification is not guaranteed.

# MFG-015 | \$299 (includes fees: \$145)

A3P Tue, Thu | Jan. 24 – Feb. 2 | 6 – 9:15 p.m.  
4 sessions | Main Campus

## AUTOMOTIVE TECHNICIAN

### NEW! Introduction to Automotive Technician

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

If there is one thing you can count on, it's that your car will need to be repaired at some point and it's going to cost you big! Instead of paying someone to fix it, have people pay you to repair their car troubles. No experience is needed to start your journey as an entry-level auto-technician. Review the topics covered in the Auto-Technician Certificate and how it can be a launching pad to attain your Maintenance and Light Repair in only a year. Learn the basics of what it will take to be successful in the program and the industry.

# VOC-749 | \$299 (includes fees: \$180)

A2 Mon, Wed | Sept. 26 – Oct. 5 | 6 – 9:15 p.m.  
4 sessions | Main Campus  
Instructor: Anthony Brady

## GET HELP PAYING FOR CAREER TRAINING

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or contact Beth Lee at 410-386-8096.

001-0223

## NEW! Automotive Electrical Systems

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

Working on modern cars is like working on a computer. Understanding the electrical system is one of the top skills an auto technician needs. Learn how to diagnose and repair electrical problems in everything from batteries to the instrument panel. At the end of the course, you will be prepared to take the Individual ASE Electrical/Electronic Systems Certification. No prior work experience is required. This is the second class in the Auto-Technician program Prerequisite: Introduction to Auto Technician

# VOC-750 | \$549 (includes fees: \$90)

A2P Mon, Wed | Oct. 10 – Nov. 21 | 6 – 9:15 p.m.  
13 sessions | Main Campus  
Instructor: Anthony Brady

## NEW! Automotive Brake Systems

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

Gain the knowledge and know-how to diagnose and repair different types of brake systems. At the end of the course, you will be prepared to take the Individual ASE Brakes Certification. This is the third class in the Auto Technician program. Prerequisite: Automotive Electrical Systems or comparable training.

# VOC-751 | \$549 (includes fees: \$90)

A2P Wed, Mon | Nov. 30 – Feb. 1\* | 6 – 9:15 p.m.  
13 sessions | Main Campus  
Instructor: Anthony Brady  
\*No class 12/19, 12/21, 12/26, 12/28, 01/2/2023,  
1/16/2023

## NEW! Automotive Suspension and Steering Systems

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

Continue building your auto technician knowledge by learning the suspension and steering of automobiles. Gain an understanding of how to diagnose and repair steering, suspension and wheel alignment problems. At the end of the course, you will be prepared to take the Individual ASE Suspension and Steering Certification. This is the final class in the Auto Technician program. Prerequisite: Automotive Brake Systems or comparable training.

# VOC-752 | \$549 (includes fees: \$90)

A3P Mon, Wed | Feb. 13 – April 3\* | 6 – 9:15 p.m.  
13 sessions | Main Campus  
Instructor: Anthony Brady  
\*No class 3/20/2023, 3/22/2023

## COMPUTER AIDED DESIGN (CAD)

### AutoCAD 1 - Basic 2D

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

# XXP-070 | \$845 (includes fees: \$835)

Online Start Anytime 3 months to complete

### AutoCAD Fundamentals Certificate



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

# XXP-071 | \$2,455 (includes fees: \$2,445)

Online Start Anytime 9 months to complete



## DIGITAL FABRICATION

### Introduction to 3D Printing

Get a rich understanding of what 3D printing is, how 3D printers work and how this new technology is being used by both individuals and companies to revolutionize our world. Learn key historical facts that have shaped manufacturing, including the advantages, limitations, applications and economic implications. Acquire the theoretical knowledge, skills, tools and understanding that are necessary to transform ideas into real physical objects. No prior 3D printing, design or manufacturing experience necessary

# DAP-811 | \$105 (includes fees: \$60)

A2 Fri | Nov. 11 | 8 a.m. – 12:15 p.m.  
1 session | Main Campus  
Instructor: Scott Gore

## WELDING

### Basic Welding

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

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

# VOC-015 | \$702 (includes fees: \$360)

A1 Aug. 24 – Sept. 28 | 10 sessions  
Wed, Mon | Aug. 24 – 31 | 6 – 9:15 p.m.  
Main Campus  
Wed, Mon | Sept. 7 – 28 | 6 – 9:15 p.m.  
Carroll County Career & Tech Center  
Instructor: Mike Oldroyd-Costello

B1 Aug. 25 – Sept. 27 | 10 sessions  
Thu, Tue | Aug. 25 – Sept. 1 | 6 – 9:15 p.m.  
Main Campus  
Tue, Thu | Sept. 6 – 27 | 6 – 9:15 p.m.  
Carroll County Career & Tech Center  
Instructor: Aaron Gilmore

A2 Nov. 1 – Dec. 6\* | 10 sessions  
Tue, Thu | Nov. 1 – 8 | 6 – 9:15 p.m.  
Main Campus  
Thu, Tue | Nov. 10 – Dec. 6 | 6 – 9:15 p.m.  
Carroll County Career & Tech Center  
\*No class 11/24  
Instructor: Mike Oldroyd-Costello

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## 4-YEAR APPRENTICESHIP TRAINING PROGRAMS

### Electrical

- Offered in partnership with the Electrical Apprentice Program of Carroll County
  - Approved by the Maryland State Apprenticeship and Training Council
- For information and to apply for the program, contact Linda Daigle-Jones at 410-876-0484.*

### HVACR

- Offered in partnership with the Heating and Air Conditioning Contractors of Maryland (HACCMD)
  - Approved by the Maryland State Apprenticeship and Training Council
- For information and to apply for the program, contact Stephanie Anderson at 410-431-8889 or [sanderson@haccmd.org](mailto:sanderson@haccmd.org) or visit [www.haccmd.org](http://www.haccmd.org)*





## Advanced Welding

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

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

# VOC-467 | \$890 (includes fees: \$330)

**A2P** Mon, Wed | Oct. 10 – Nov. 30\* | 6 – 9:15 p.m.  
15 sessions | Carroll County Career & Tech Center  
Instructor: Michael Schweinsberg  
\*No class 11/23

## Advanced Welding 2

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

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

# VOC-728 | \$1,110 (includes fees: \$520)

**A3PWC** Tue, Thu | Jan. 10 – Feb. 28 | 6 – 9:15 p.m.  
15 sessions | Carroll County Career & Tech Center  
Instructor: Michael Schweinsberg

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## BUSINESS

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410-386-8012

## ENTREPRENEURSHIP

### ESSENTIAL CLASSES AND WORKSHOPS

#### Ready, Set, Go! 🚀

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

# MSB-101 | No Cost

**B1** Thu | Aug. 25 | 9 – 11 a.m.  
1 session | Online

**A2** Thu | Sept. 22 | 9 – 11 a.m.  
1 session | Online

**B2** Thu | Oct. 27 | 9 – 11 a.m.  
1 session | Online

## And Away We Grow: Business Essentials 📈

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

# MSB-159 | \$119 (includes fees: \$30)

**A2** Fri | Sept. 9 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Thomas Mazerski

**B2** Fri | Dec. 9 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Thomas Mazerski

## And Away We Grow: Marketing 📢

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

# MSB-160 | \$119 (includes fees: \$30)

**A1** Fri | Aug. 26 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Thomas Mazerski

**A2** Fri | Nov. 18 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Thomas Mazerski



## Business Exit Strategies and Transition

Every business will transition eventually. You might want to retire in the next several years, you are thinking about selling the business, or the business will be passed to the next generation in your family. Good planning can make all of the difference in effecting a smooth transition. Learn how to position the business for a transition, strategies that can yield better results and processes that make the business more marketable. Avoid some of the biggest pitfalls by having a custom transition strategy and planning.

# MSB-070 | \$49 (includes fees: \$39)

A2 Thu | Oct. 6 | 9 – 10:30 a.m.  
1 session | Online  
Instructor: Thomas Mazerski

## Certifying My Business as a Women, Minority and/or Veteran Owned Business

Discuss the benefits and opportunities of getting your business certified as a women, minority and/or veteran owned business. Learn the processes required to achieve such certifications on both state and federal levels.

# MSB-085 | \$69 (includes fees: \$30)

A2 Tue, Thu | Nov. 15 & 17 | 9 – 11:30 a.m.  
2 sessions | Online  
Instructor: Thomas Mazerski

## Management Information Systems for Small Business

Explores various information systems technologies available to small businesses. Learn the financial and security risks associated with these technologies as well as the ethical implications. In addition, you will learn how information systems can be used to gain a competitive advantage in a digital world.

# MSB-084 | \$69 (includes fees: \$30)

A2 Tue, Thu | Oct. 25 & 27 | 9 – 11:30 a.m.  
2 sessions | Online  
Instructor: Thomas Mazerski

## PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

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

### Preparation for Pathways to Entrepreneurship

★ Part of a Workforce Training Certificate; see page 3

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

# MSB-075 | \$20 (includes fees: \$20)

A2 Online Sept. 5 – 19

B2 Online Oct. 10 – 24

### Pathways to Entrepreneurship

★ Part of a Workforce Training Certificate; see page 3

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

# MSB-087 | \$409 (includes fees: \$140)

A2 Online Sept. 26 – Nov. 7

B2 Online Nov. 3 – Dec. 19

  
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- Must be an MSB, SBD or SBA class or workshop.

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### Small Business Marketing Workshop



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

# MSB-069 | \$79 (includes fees: \$69)

A2 Fri | Oct. 14 | 8–9:30 a.m.  
1 session | Online  
Instructor: Missie Wilcox

### SWOT Analysis Workshop - Identify Your Business's Strengths, Weaknesses, Opportunities and Threats



Identifying your business's Strengths, Weaknesses, Opportunities and Threats is imperative to planning and executing a good overall strategy. Learn how to develop your own SWOT analysis.

# MSB-071 | \$49 (includes fees: \$39)

A2 Thu | Sept. 29 | 6–8 p.m.  
1 session | Online  
Instructor: Thomas Mazerski

### Understanding Accounting and Financial Statements



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

# MSB-121 | \$69 (includes fees: \$30)

A1 Tue, Thu | Aug. 23 & 25 | 9–11:30 a.m.  
2 sessions | Online  
Instructor: Thomas Mazerski

A2 Tue, Thu | Oct. 18 & 20 | 9–11:30 a.m.  
2 sessions | Online  
Instructor: Thomas Mazerski

### Understanding Business Insurance



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

# MSB-072 | \$79 (includes fees: \$30)

A2 Tue, Thu | Sept. 13 & 15 | 9–11:15 a.m.  
2 sessions | Online  
Instructor: Thomas Mazerski

### SPECIALIZED CLASSES AND WORKSHOPS

#### NEW! The 4 P's of Marketing for Your Small Business

Traditionally, marketers blend four ingredients into the marketing planning process: product, price, place and promotion. Each element is instrumental in a successful product launch and product life. Through 1-on-1 consulting and instructional simulations, understand how the core elements of the marketing mix work together to create a successful marketing program. Topics include product, price, fundamentals, yield management pricing, place, location and distribution, promotion, social media and web marketing, advertising and analytics.

# SBD-004 | \$149 (includes fees: \$30)

A2 Online Sept. 1–15  
Instructor: Bryan Laing

B2 Online Sept. 16–30  
Instructor: Bryan Laing

### Blogging Workshop



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

# MSB-068 | \$99 (includes fees: \$30)

A1 Tue, Thu | Aug. 16 & 18 | 6–9:15 p.m.  
2 sessions | Online  
Instructor: Megan Odegaard

A2 Tue, Thu | Nov. 8 & 10 | 6–9:15 p.m.  
2 sessions | Online  
Instructor: Megan Odegaard

### Game Changers for Small Business



Are you a smooth operator? See what a smooth-running business should look like in this interactive workshop. Find out how to move the needle in the areas of finance, sales, operations and customer service. These learned techniques enable business owners and entrepreneurs to ignore the fear of failure.

# MSB-073 | \$49 (includes fees: \$39)

A2 Fri | Nov. 11 | 9–10:30 a.m.  
1 session | Online  
Instructor: Thomas Mazerski

### How to Pitch Your Business



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

# MSB-157 | \$49 (includes fees: \$39)

A2 Fri | Nov. 4 | 9–10:30 a.m.  
1 session | Online  
Instructor: Thomas Mazerski

### How to Start and Market Your Business Online



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

# MSB-161 | \$119 (includes fees: \$30)

A2 Fri | Oct. 21 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Thomas Mazerski





### Increasing Sales Through Business and Social Networking

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

# MSB-086 | \$99 (includes fees: \$30)

A1 Mon, Wed | Aug. 15 & 17 | 6 – 8:15 p.m.  
2 sessions | Main Campus  
Instructor: Doug Donaldson

A2 Mon, Wed | Oct. 17 & 19 | 6 – 8:15 p.m.  
2 sessions | Main Campus  
Instructor: Doug Donaldson

B2 Mon, Wed | Dec. 12 & 14 | 6 – 8:15 p.m.  
2 sessions | Main Campus  
Instructor: Doug Donaldson

### NEW! Marketing and Sales Tactics for Your Small Business

Strategies to reach your unique market vary considerably from the strategies to reach consumers in terms of messages, media, pricing practices and ultimately selling tactics. Salespeople must understand these differences as they enter the diverse yet lucrative arena of business-to-business commerce. Through 1-on-1 consulting and instructional simulations, learn marketing topics for your small business in B2B marketing and sales. Topics include business-to-business marketing, services marketing and sales.

# MSB-075 | \$159 (includes fees: \$66)

A2 Online Sept. 1–15  
Instructor: Bryan Laing

B2 Online Sept. 16–30  
Instructor: Bryan Laing

### NEW! Marketing Research Process for Your Small Business

Plan and execute sound marketing strategies to encourage your target market(s) to purchase and repurchase your products. Through 1-on-1 consulting and instructional simulations learn marketing strategies for your small business in consumer behavior and market research. Topics include an introduction to marketing, consumer behavior, marketing ethics, market segmentation and market research.

# SBD-002 | \$149 (includes fees: \$30)

A2 Online Sept. 1–15  
Instructor: Bryan Laing

B2 Online Sept. 16–30  
Instructor: Bryan Laing

### Passion to Profit: How to Go From Blogging to Building a Profitable Business Doing Work You Love

What was once thought of as a hobby is now being used as a platform to help build successful and profitable businesses. This course is for people who have a blog but are making very little or no income, and for small business owners who are interested in starting a blog to help take their businesses to the next level. Learn about branding, social media, building your audience, marketing and developing a strategy to take your blog from passion to profit. Blogging is no longer just something you only do late at night - it can be a platform to build a full-time business that you love.

# MSB-114 | \$99 (includes fees: \$30)

A2 Tue, Thu | Oct. 11 & 13 | 6 – 9:15 p.m.  
2 sessions | Online  
Instructor: Megan Odegaard

### Social Media Content Creation

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

# MSB-080 | \$119 (includes fees: \$30)

A2 Fri | Oct. 7 | 8 a.m. – 12:45 p.m.  
1 session | Online  
Instructor: Megan Odegaard

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## Website Development

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

# MSB-082 | \$119 (includes fees: \$30)

A1 Mon | Aug. 15 – 29 | 6 – 7:30 p.m.  
3 sessions | Online  
Instructor: Megan Odegaard

A2 Mon | Oct. 10 – 24 | 6 – 7:30 p.m.  
3 sessions | Online  
Instructor: Megan Odegaard

B2 Mon | Nov. 28 – Dec. 12 | 6 – 7:30 p.m.  
3 sessions | Online  
Instructor: Megan Odegaard

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001-02-23

## ONLINE PARTNERSHIP CLASSES

### Blogging and Podcasting for Beginners

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

# MSB-077 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. Most importantly, you will have completed the first - and most difficult - step on the path to small business success.

# SBA-485 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

## Marketing Your Business on the Internet

Find out how to market your business on the internet, even if you have little or no money to spend. Discover proven methods that will help you establish an internet presence and build an online brand identity. You will learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. Understand how to use online advertising, email marketing and social media (including blogs) to drive business to your website. Learn how to keep your visitors coming back! Learn to think strategically about marketing your website, products and services using internet technologies. Explore how to use an Internet marketing checklist and other tools to develop a sound online business strategy. Take away the skills and knowledge you need to develop a winning internet marketing plan for your business.

# SBA-432 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

## Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

# MGT-114 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23



### Small Business Marketing on a Shoestring 📌

When it comes to marketing for small businesses, money is not everything. Learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. As you build your own customized marketing plan step-by-step, discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, find out how to generate the referrals that are crucial to your company's success. Get tips on evaluating your tactics, tracking your results and fine-tuning your approach. The small business marketing strategies you will learn will fit into any budget, and some are even free! Master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation and niche marketing. Review real-world examples from other small businesses similar to yours. Finish with a personalized plan of action for increasing your sales—all on a shoestring budget.

# SBA-653 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

### Start & Operate Your Own Home Based Business 📌

Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity—that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

# SBA-450 | \$129 (includes fees: \$105)

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

### Understanding the Human Resources Function 📌

No matter what role you play in an organization, you are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

# MGT-530 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

## HUMAN RESOURCES

### Human Resources for Professionals and Certification Exam Preparation

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

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

A2 Tue, Thu | Sept. 27 – Nov. 3 | 6 – 8:30 p.m.  
12 sessions | Main Campus  
Instructor: Danna Blum

### CC SHRM Conference: Professional Development Training

Carroll County SHRM's 10th Annual Fall Conference and premier HR event of the year! For full conference details, visit [carrollcc.edu/ccshrm](http://carrollcc.edu/ccshrm).

# MGT-438 | \$135 (includes fees: \$115)

A2 Fri | Nov. 4 | 8 a.m. – 4:15 p.m.  
1 session | Main Campus

## MANAGEMENT & LEADERSHIP

### 360-Degree Leadership Learning Experience

Building a culture of feedback throughout your organization can lead to improved performance and business capacity—especially when it starts at the top. Appropriate for high-potential managers primed for advancement to more seasoned executives seeking new insight, this unique learning experience provides the opportunity to participate in a 360-degree feedback process using the research-backed DiSC® 363 instrument. Learn how to choose raters to support a constructive 360-degree feedback process and, upon assessment completion, interpret results and develop an action plan with immediate strategies to elevate leadership and organizational effectiveness.

# MGT-531 | \$545 (includes fees: \$360)

A2 Sept. 7 & Oct. 12 | 2 sessions  
Wed | Sept. 7 | 9 – 11:15 a.m.  
Online  
Wed | Oct. 12 | 9 a.m. – 4 p.m.  
Main Campus  
Instructor: Janet Ladd

### Building a Winning Team: Interviewing, Selecting & Hiring Employees 📌

★ Part of a Workforce Training Certificate; see page 3

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.

# MGT-401 | \$135 (includes fees: \$30)

A2 Wed | Sept. 14 | 9 a.m. – 4 p.m.  
1 session | Online  
Instructor: Alison Kelly



## Coaching Employees To Peak Performance

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

Raise the bar on employee performance! Learn the manager's role as a coach, the four facets of performance coaching, how to diagnose performance issues, elements of coaching conversations, and explore ways to reward and recognize employee progress. Recommended for managers and supervisors.

# MGT-381 | \$135 (includes fees: \$30)

A2 Thu | Sept. 29 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Debby Neely

## Communication Skills for Managers



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

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.

# MGT-413 | \$135 (includes fees: \$30)

A2 Thu | Nov. 3 | 9 a.m. – 4 p.m.  
1 session | Online  
Instructor: Michael Manion

## Conflict Management

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

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. Course cost includes assessment.

# MGT-411 | \$155 (includes fees: \$50)

A2 Tue | Oct. 18 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Angelica Carter

## Effective Performance Appraisals

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

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. Rater errors, pitfalls to avoid, and tips for conducting a successful appraisal meeting will also be discussed. Essential training for managers and supervisors.

# MGT-380 | \$135 (includes fees: \$30)

A2 Tue | Sept. 20 | 9 a.m. – 4 p.m.  
1 session | Online  
Instructor: Alison Kelly

## Fostering Diversity in the Workplace

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

Learn how people from different backgrounds, generations and experiences contribute to the richness and competitive edge of an organization. Explore ways to create an atmosphere of inclusion, understanding and appreciation – fostering an environment of creativity, collaboration and overall team performance.

# MGT-412 | \$135 (includes fees: \$30)

A2 Thu | Oct. 27 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: DaVida Anderson

## HR Legal Issues for Managers

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

Learn about the human resource function and legal issues that impact a manager's role. Get an overview of the major employment laws and work with case studies to apply the principles learned. Approved for 6.0 SHRM PDUs and 6.0 HRCI General Credits.

# MGT-400 | \$135 (includes fees: \$30)

A2 Thu | Oct. 13 | 9 a.m. – 4 p.m.  
1 session | Online  
Instructor: Anthony George

## Leading Change in the Workplace

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

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 leaders of their teams. Topics include understanding the positive and negative effects of change, learning personal responses to change, leading employees through change, seeing change as an opportunity and communicating during change.

# MGT-414 | \$135 (includes fees: \$30)

A2 Tue | Nov. 8 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Michael Manion

## Leading High Performance Teams

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

Transform your team into a high performing one! Learn the basics of team dynamics, the stages of team formation and how to utilize individual strengths for the benefit of the whole. Explore your own leadership style and its impact on team performance.

# MGT-415 | \$135 (includes fees: \$30)

A2 Thu | Nov. 17 | 9 a.m. – 4 p.m.  
1 session | Online  
Instructor: Michael Manion

## Management Basics: Foundations for Success

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

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.

# MGT-410 | \$209 (includes fees: \$60)

A2 Tue, Thu | Sept. 6 & 8 | 11:30 a.m. – 4:30 p.m.  
2 sessions | Main Campus  
Instructor: Michael Manion

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## Managing Using Emotional Intelligence

★ Part of a Workforce Training Certificate; see page 3

Learn about the power of Emotional Intelligence (EQ) 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 EQ style. Identify your areas of strength, as well as opportunities for improvement. Course cost includes assessment.

# MGT-399 | \$155 (includes fees: \$50)

A2 Tue | Oct. 4 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Angelica Carter

## LEADERSHIP FOR THIS NEW WORLD SERIES

*Leaders at every level of an organization are finding themselves in uncharted territory, which makes this both a scary and exciting time to be a leader! This is an excellent opportunity for individuals to add new valuable skills to the ones they already have. This unique learning experience, delivered through a series of 90-minute virtual "micro-learning" segments within six individual courses, explores best practices of leadership and enables you to lead yourself and others today and beyond.*

### The Self-Aware Leader

In study after study, real-life example after real-life example, it has been shown that the foundation of successful leadership is self-awareness. Gain increased clarity on why you choose to lead, review what's required of a leader in today's demanding world and develop your personal leadership brand. This is the first class in the Leadership for This New World Series and is a prerequisite for the second class, Building Safety & Trust.

# MGT-556 | \$189 (includes fees: \$30)

A2 Fri | Sept. 9 – 23 | 11 a.m. – 12:30 p.m.  
3 sessions | Online  
Instructor: Ed Stern

## Building Safety and Trust

Leadership begins within by understanding who you are and why you want to lead. Then it's all about moving outwards, and the first step is creating an environment where people can thrive and be their best selves. A leader's most important job is to build a culture of safety and trust. It's not magic, but rather about paying attention to the small behaviors every day and being intentional about how you communicate. Get this right and it is so much easier to move forward into the subsequent challenges of developing vision, strategy, systems and processes. This is the second class in the Leadership for This New World Series and is a prerequisite for the third class, Focus, Resilience and Essentialism.

# MGT-557 | \$189 (includes fees: \$30)

A2 Fri | Oct. 7 – 21 | 11 a.m. – 12:30 p.m.  
3 sessions | Online  
Instructor: Ed Stern

## Focus, Resilience & Essentialism

Once a leader is clear on their "why" and as they are building a safe and trusting environment, the most effective and inspiring leaders invite others in to help define vision and develop operational readiness. Interestingly, it's not about getting buy-in, but about getting input so that everyone on the team has a feeling of being involved. Look at strategic planning in today's VUCA (Volatile, Uncertain, Complex, Ambiguous) world, and how it puts emphasis on flexibility and iterative practices. Finally, look at what it means to practice essentialism and how being intentional with your time helps everyone stay focused on the most important activities, thereby achieving mission and reducing scope creep. This is the third class in the Leadership for This New World Series.

# MGT-558 | \$189 (includes fees: \$30)

A2 Fri | Dec. 2 – 16 | 11 a.m. – 12:30 p.m.  
3 sessions | Online  
Instructor: Ed Stern

# Leadership Peer Advisory Group (LPAG)

Are you an executive, business owner, government director, unit lead or senior HR professional feeling the weight of doing business in a radically disrupted environment?

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

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

**"The LPAG program has provided a safe space to talk about challenges, pressures, successes and to learn from one another. This group is very special, and I look forward to each session."**

—Don, Cohort 1 Participant

For details and to complete an application for consideration, visit [www.advantage-c.com/LPAG](http://www.advantage-c.com/LPAG).

Contact 410-386-8095 or [info@advantage-c.com](mailto:info@advantage-c.com) for more information.

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PROFESSIONAL  
DEVELOPMENTCultural Awareness and Sensitivity in  
the Workplace

Culture is the lens through which humans perceive the world around them. Culture is also instrumental in the way people think, talk and act among other things. In the workplace, cultural factors determine employees' thought processes, creativity, problem solving, decision making and so on. Learn about culture and its effect on people's communication, behavior, learning and working styles. Learn about cultural values and how they can give rise to cultural differences and misunderstandings. Review cultural competency, ethnocentrism and ways to understand and combat cultural conflicts.

# MGT-562 | \$109 (includes fees: \$30)

A2 Thu | Oct. 6 | 9 a.m. – 1:30 p.m.  
1 session | Online  
Instructor: DaVida Anderson



As a student in the management certificate program, I've had the opportunity to learn from subject matter experts with 10, 15 and 20 years of experience in topics that are relevant and timely to my role. I walk out of sessions with best practices that I can apply in my job immediately. The tools I've received are helping me feel more confident in my role as well as avoid costly mistakes.



**Susan Leibman**  
Manager,  
Adult Education Program,  
Management Development  
Workforce Training  
Certificate completer

Financial Bootcamp for Business  
Professionals

Business professionals must understand the financials of their organization to be a true strategic partner and savvy decision-maker. Learn about the three major financial statements, common financial terms and their meanings, budgeting types and how to align them with the organizational mission and goals, using cost-benefit analysis for improved decision-making, and mitigating financial risk through policies and practices. Approved for 6.0 SHRM PDUs and 6.0 HRCI Business Credits.

# MGT-534 | \$199 (includes fees: \$30)

A2 Fri | Nov. 18 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Darlene Ely

Organizational Skills for the  
Overwhelmed

Make a significant and immediate impact on your daily productivity and effectiveness with new organizational skills. Identify old, non-productive habits and replace them with the proven habits of top achievers. Discover the key to defeating procrastination and focusing efforts on the most important tasks. The tools and techniques presented in this course will benefit you in both your professional and personal life.

# MGT-554 | \$205 (includes fees: \$30)

A2 Tue, Wed | Dec. 6 & 7 | 9 a.m. – 12:15 p.m.  
2 sessions | Online  
Instructor: John Egan

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Promoting Racial Equity and Justice  
at Work

Recent racial incidents and consequent protests around the U.S. have initiated a new awareness regarding systemic racism. Most organizations are revisiting their D & I policies to include people of color (POC) and starting productive conversations about race in the workplace. Employers are willing to learn what it means to be an ally and listen to the lived experiences of their employees of color. Talk about inclusion from a race perspective. Learn strategies to have constructive conversations about race while listening empathetically to POC in the workplace. Learn how to assess racial diversity and inclusion in your organizations, as well as promote racial equity and justice individually and institutionally.

# MGT-563 | \$109 (includes fees: \$30)

A2 Wed | Nov. 16 | 9 a.m. – 1:30 p.m.  
1 session | Online  
Instructor: DaVida Anderson

Turning Incivility Into a Respectful,  
Thriving Work Culture

Incivility is on the rise, especially in the American public arena. It is exemplified in the news and entertainment media, political discourse and people's daily conversations. When social and cultural factors make uncivil speech and behavior acceptable, they tend to seep into the workplace as well. With the U.S. becoming more and more politically polarized, it is imperative to recognize incivility and address ways to mitigate it within organizations. Discuss workplace incivility and the ways in which it can manifest itself explicitly and implicitly. Learn how incivility can lead to a hostile workplace environment causing decreased morale and productivity. The impact of incivility will be shown at both the individual and organizational levels, and strategies will be suggested to check uncivil behaviors and foster civility the workplace.

# MGT-561 | \$109 (includes fees: \$30)

A2 Thu | Oct. 20 | 9 a.m. – 1:30 p.m.  
1 session | Online  
Instructor: DaVida Anderson



## REAL ESTATE

### Maryland Real Estate Principles & Practices

Become a real estate salesperson. This basic 60 clock-hour course meets the educational requirements for all applications for licensure as real estate salespersons and is approved by the Maryland Real Estate Commission. Successful completion qualifies you to take the Real Estate Salespersons Examination. Topics include: real property, leasing, contracts, agencies and listing, property transfers, appraising, financing, license law, human relations, ethics, basic mathematics and the real estate day-to-day activities.

# REA-266 | \$839 (includes fees: \$145)

A2M Tue, Thu | Sept. 13 – Nov. 17 | 6 – 9:15 p.m.  
20 sessions | Main Campus  
Instructor: Stanley Dill and Joe Stephens

### Home Inspection Training

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

# VOC-330 | \$1,068 (includes fees: \$135)

A2 Sept. 10 – Nov. 19 | 11 sessions  
Sat | Sept. 10 – Nov. 12 | 8 a.m. – 4:30 p.m.  
Main Campus  
Sat | Nov. 19 | 8 a.m. – 3 p.m.  
Main Campus

## COMPUTERS & TECHNOLOGY

### COMPUTER APPLICATIONS

#### Intro to Computer Basics

Calling all novice computer learners! Become comfortable, efficient computer users. Discover how computers work, how to keep documents organized and simple operations such as cut and paste. Personalize your computer and create professional-looking word processing documents.

# CMP-075 | \$126 (includes fees: \$116) plus text

A2B Tue, Thu | Oct. 4 – 18 | 9:15 – 11:45 a.m.  
5 sessions | Main Campus  
Instructor: Jay Zeminski

#### Keyboarding

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

# DAP-347 | \$129 (includes fees: \$105)

A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20

### Navigating the Internet

Discuss what the internet is and how to safely explore it. Learn how to use internet browsers, search engines, email applications and social media. Examine methods to keep your personal information safe as you browse, communicate and shop online. Intro to Computer Basics is recommended or a working knowledge of using a computer.

# CMP-076 | \$126 (includes fees: \$116) plus text

A2B Tue, Thu | Oct. 25 – Nov. 8 | 9:15 – 11:45 a.m.  
5 sessions | Main Campus  
Instructor: Jay Zeminski

### Microsoft Office Skills: Building a Strong Foundation

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

# DAP-126 | \$165 (includes fees: \$60)

A2 Mon, Wed | Sept. 19 – 28 | 7 – 9:30 p.m.  
4 sessions | Main Campus  
Instructor: Julia Reier

B2 Mon, Wed | Dec. 5 – 14 | 7 – 9:30 p.m.  
4 sessions | Main Campus  
Instructor: Julia Reier

### 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. Highly recommended: Experience with mouse, keyboard and Windows.

# DAP-014 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Oct. 31 – Nov. 7 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Michele Swing



## 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. Prerequisite: Word Level 1 or equivalent experience.

# DAP-015 | \$159 (includes fees: \$60) plus text

A2BP Mon, Wed | Nov. 14 – 21 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Michele Swing

## 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. Highly recommended: Experience with a mouse, keyboard and Windows. This course utilizes Microsoft Excel 2016.

# DAP-017 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Sept. 12 – 19 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Michele Swing

## 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 2016. Text required.

# DAP-018 | \$159 (includes fees: \$60) plus text

A2BP Mon, Wed | Oct. 3 – 10 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Michele Swing

## 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! Highly recommended: Experience with a mouse, keyboard and Windows.

# DAP-020 | \$159 (includes fees: \$60) plus text

A2B Tue, Thu | Oct. 11 – 18 | 6:30 – 8:50 p.m.  
3 sessions | Online

## 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. Highly recommended: Basic keyboard and mouse skills and familiarity with Windows.

# DAP-052 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Dec. 5 – 12 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Michele Swing

## 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. Highly recommended: Basic computer skills and some familiarity with other Office programs. This course utilizes Microsoft Access 2016.

# DAP-029 | \$159 (includes fees: \$60) plus text

A2B Tue, Thu | Nov. 8 – 15 | 6:30 – 8:50 p.m.  
3 sessions | Online

## DATA SCIENCE

### Introduction to Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

# DAP-927 | \$205 (includes fees: \$128)

A2 Online Sept. 6 – 30

### Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

# DAP-926 | \$505 (includes fees: \$278)

A2 Online Sept. 6 – Dec. 2





## FINANCIAL

### QuickBooks Pro Level 1

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

Learn to navigate this user-friendly accounting software program to invoice your customers, receive payments, create statements, prepare estimates, and enter and pay bills. Additional topics include bank deposits, check writing, funds transfers, bank reconciliation, journal entries, credit cards, sales tax, loan payments and profit analysis. Highly recommended: Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows.

# DAP-591 | \$225 (includes fees: \$60) plus text

A2B Mon, Wed | Sept. 19 – 28 | 6 – 9:15 p.m.  
4 sessions | Main Campus  
Instructor: Shanelle Hopkins

### QuickBooks Pro Level 2

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

Upgrade your knowledge of QuickBooks Pro. Learn how to customize forms and create reports and graphs to better serve your clients. This course also covers payroll preparation, online banking and job estimates. Prerequisites: DAP-591, QuickBooks Pro Level 1. Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows.

# DAP-762 | \$225 (includes fees: \$60) plus text

A2BP Mon, Wed | Oct. 10 – 19 | 6 – 9:15 p.m.  
4 sessions | Main Campus  
Instructor: Shanelle Hopkins

### QuickBooks Pro Certified User Exam Prep

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

# DAP-124 | \$255 (includes fees: \$170) plus text

A2B Mon, Wed | Oct. 31 & Nov. 2 | 6 – 9:15 p.m.  
2 sessions | Main Campus  
Instructor: Shanelle Hopkins

## ADOBE CREATIVE CLOUD

### 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. Highly recommended: Familiarity with basic computer skills, including keyboard and mouse. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

# DAP-185 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Sept. 12 – 19 | 6:30 – 8:50 p.m.  
3 sessions | Main Campus  
Instructor: Lara Benstein

### PhotoShop Level 2

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

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.

# DAP-186 | \$159 (includes fees: \$60) plus text

A2BP Mon, Wed | Oct. 31 – Nov. 7 | 6:30 – 8:50 p.m.  
3 sessions | Main Campus  
Instructor: Lara Benstein

## GET HELP PAYING FOR CAREER TRAINING

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[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at 410-386-8096.

001-02-23

### Illustrator Level 1

Create a variety of graphic designs such as logos and advertisements with Adobe Illustrator. Topics include creating logos with shapes and custom paths, using gradients to enhance graphics, manipulating text, importing graphics and creating advertisements. Highly recommended: Basic keyboard and mouse skills and experience with Windows-based programs. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

# DAP-440 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Oct. 3 – 10 | 6:30 – 8:50 p.m.  
3 sessions | Main Campus  
Instructor: Lara Benstein

### Illustrator Level 2

Take your Adobe Illustrator skills to the next level! Work with advanced features such as blending shapes and colors, applying appearance attributes and graphic styles, and utilizing type, brushes, symbols and layers. Learn to combine Illustrator graphics with other programs and how to import from Photoshop. Prerequisites: Illustrator Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

# DAP-573 | \$159 (includes fees: \$60) plus text

A2BP Mon, Wed | Nov. 14 – 21 | 6:30 – 8:50 p.m.  
3 sessions | Main Campus  
Instructor: Lara Benstein

### InDesign Level 1

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

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

# DAP-441 | \$159 (includes fees: \$60) plus text

A2B Mon, Wed | Dec. 5 – 12 | 6:30 – 8:50 p.m.  
3 sessions | Main Campus  
Instructor: Lara Benstein



### Premiere Level 1: Introduction to Digital Video Editing

Edit video like the pros! Learn to use Adobe Premiere, a widely used, industry-standard software that will give your videos a professional look. Master the basic features of the program and learn to import media, edit video clips, and assemble video and audio to create digital movies for high quality output. Highly recommended: Basic keyboard, mouse skills and familiarity with computers. Mac computer experience preferred but not required.

# DAP-791 | \$225 (includes fees: \$60) plus text

A2B Tue, Thu | Sept. 20 – 29 | 6 – 8:45 p.m.  
4 sessions | Main Campus  
Instructor: Nikola Tzenov

### Premiere Level 2: Advanced Digital Video Editing

Be Hollywood ready! Master advanced features of Adobe Premiere and learn the techniques that will set your videos apart from the rest of the crowd. Understand the secrets of special effects for audio and video and when to use them to enhance your project. Edit and mix audio and learn how to generate titles and text to give your movie a polished appearance. Prerequisite: DAP-791 Premiere Level 1. Mac computer experience preferred but not required.

# DAP-792 | \$225 (includes fees: \$60) plus text

A2BP Tue, Thu | Oct. 4 – 13 | 6 – 8:45 p.m.  
4 sessions | Main Campus  
Instructor: Nikola Tzenov

## CYBERSECURITY

### Basic CompTIA A+ Certification Prep



This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices.

# CMP-067 | \$125 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23  
A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20

### CompTIA Network+ Certification Prep



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

# DAP-819 | \$120 (includes fees: \$100)

A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20

### Introduction to PC Security



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

# DAP-096 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23  
A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20

### Introduction to PC Troubleshooting



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

# DAP-105 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23  
A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20

## CODING & PROGRAMMING

### Introduction to Python 3 Programming



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

# CMP-017 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23  
A2 Online Sept. 14 – Oct. 21  
B2 Online Oct. 12 – Nov. 18  
C2 Online Nov. 16 – Dec. 23  
D2 Online Dec. 14 – Jan. 20



## Introduction to Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. Get a general introduction to what goes into the design and development of both video and analog games, with a focus on the use of games outside of consumer entertainment. Take the first steps into understanding game design and how it can be applied in your field.

# CMP-058 | \$255 (includes fees: \$153)

A2 Online Sept. 6 – 30

## Certificate in Basic Game Design

This certificate provides an introduction to what goes into the design and development of both video and analog games, with a focus on the use of games outside of consumer entertainment. In the first course, discover resources for developing game design, and identify the mechanics and verbs used in different games. Learn the different activities that are part of game design, how to flesh out a game idea to a successful game design experience, and gain a basic understanding of how to work with game developers. In the second course, learn the basics of video game design process, the main video game genres, and use a game development application to begin your journey of making games.

# CMP-060 | \$405 (includes fees: \$237)

A2 Online Sept. 6 – Oct. 28

## DIGITAL AND SOCIAL MEDIA

### Introductory Seminar in Digital and Social Media

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

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

# DAP-772 | \$120 (includes fees: \$60)

A2 Mon, Wed | Oct. 10 & 12 | 6:30 – 8:30 p.m.  
2 sessions | Online  
Instructor: Galanda Brooker

## Social Media Strategies and Tactics

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

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

# DAP-837 | \$269 (includes fees: \$60)

A2P Mon, Wed | Oct. 24 – Nov. 9 | 6:30 – 8:50 p.m.  
6 sessions | Online  
Instructor: Galanda Brooker

## Social Media Analytics: Measuring and Assessing Metrics and ROI

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

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

# DAP-775 | \$160 (includes fees: \$60)

A2P Mon, Wed | Nov. 14 – 21 | 6:30 – 8:50 p.m.  
3 sessions | Online  
Instructor: Galanda Brooker



## Computer & Technology INFORMATION SESSION

**Tuesday, Dec. 13**

**On Campus: 9 – 10 a.m.**

**Online: 7 – 8 p.m.**

*Login information for online session will be sent by email.*

### Learn about:

- Computer and IT classes & pathways offered this Fall
- Class schedules, prerequisites and the scope of material
- Workforce Training Certificates and Digital Badges to start or advance your career
- Resources available to help pay for training

*No cost for the information session, but registration is required.*

**Course #: XXB-200-A2 (9 – 10 a.m.)**

**Course #: XXB-200-B2 (7 – 8 p.m.)**

Register online at  
[carrollcc.edu/CETRegistration](http://carrollcc.edu/CETRegistration)  
or call Continuing Education  
and Training at **410-386-8100**.



## Advertising on Social Media

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

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

# DAP-807 | \$116 (includes fees: \$60)

A2P Wed, Mon | Nov. 30 & Dec. 5 | 6:30 – 8:30 p.m.  
2 sessions | Online  
Instructor: Galanda Brooker

## Digital and Social Media Program Capstone

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

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

# DAP-778 | \$116 (includes fees: \$60)

A2P Wed, Mon | Dec. 7 & 12 | 6:30 – 8:30 p.m.  
2 sessions | Online  
Instructor: Galanda Brooker

## DRONES (UAS)

### NEW! Commercial Remote Pilot Pt. 1

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

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

# DRN-020 | \$499 (includes fees: \$240)

Aug. 30 – Sept. 22 | 8 sessions

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

Tue | Aug. 30 | 6:30 – 9 p.m.

Online

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

Main Campus

Instructors: Geoffrey Voigt

### NEW! Commercial Remote Pilot Pt. 2

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

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

# DRN-021 | \$499 (includes fees: \$60)

Sept. 27 – Oct. 13 | 8 sessions

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

Tue, Thu | Sept. 27 – Oct. 11 | 6:30 – 9 p.m.

Online

Sat | Oct. 1 | 9 a.m. – 3 p.m.

Main Campus

Sat | Oct. 8 | 3 – 9 p.m.

Main Campus

Thu | Oct. 13 | 6:30 – 9 p.m.

Main Campus

Instructors: Geoffrey Voigt

## NEW! Advanced Remote Flight

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

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

# DRN-022 | \$399 (includes fees: \$60)

Oct. 27 – Nov. 19 | 5 sessions

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

Thu | Oct. 27 | 6:30 – 8:30 p.m.

Online

Sat | Oct. 29 – Nov. 12 | 9 a.m. – 3 p.m.

Main Campus

Sat | Nov. 19 | 3 – 9 p.m.

Main Campus

Instructor: George Colonna

## NEW! Foundations of Aerial Photo and Data

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

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

# DRN-023 | \$599 (includes fees: \$60)

Nov. 1 – Dec. 13\* | 13 sessions

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

Tue, Thu | Nov. 1 – 17 | 6:30 – 8:30 p.m.

Main Campus

Tue, Thu | Nov. 22 – Dec. 13 | 6:30 – 8:30 p.m.

Online

Sat | Dec. 3 | 9 a.m. – 2 p.m.

Main Campus

\*No class 11/24

Instructors: Nikola Tzenov, George Colonna





## CONSTRUCTION TRADES

### CONSTRUCTION

#### MHIC License Exam Prep

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

# VOC-373 | \$232 (includes fees: \$85)

A2 Mon, Tue | Oct. 10 – 18 | 6 – 9:15 p.m.  
4 sessions | Main Campus  
Instructor: Steve Klitsch

## ENVIRONMENTAL & CONSERVATION

### FOREST CONSERVATION

#### Forest Conservation Qualified Professional Training

Take this highly interactive class to learn what you need to know to make your Forest Stand Delineations comply with the Maryland Forest Conservation Act. Learn the science in the classroom, and then get out in the field to collect data and practice in teams to develop a Forest Conservation Plan to meet the requirements of the Act. This course is a necessary element to apply for Qualified Professional status with the Maryland Department of Natural Resources. Students must be working in the field and have appropriate degree within the field of Natural Resources.

# TEC-350 | \$609 (includes fees: \$78)

A2P Oct. 5 – 22\* | 8 sessions

Wed | Oct. 5 & 19 | 6 – 9:45 p.m.

Main Campus

Thu | Oct. 6 & 20 | 8:30 a.m. – 4:30 p.m.

Main Campus

Fri | Oct. 7 & 21 | 8:30 a.m. – 4:30 p.m.

Main Campus

Sat | Oct. 8 & 22 | 8 a.m. – 12 p.m.

Main Campus

\*No class 10/12, 10/13, 10/14, 10/15

Instructor: James Slater

## WATER & WASTE WATER TREATMENT

### How to Prevent a Catastrophic Event to Your Wastewater System

Operators and superintendents must recognize that many of the common standard practices used at water and wastewater systems today can lead to potentially catastrophic issues at their facilities. Review some of these issues, which if not addressed, can lead to events that potentially cause bodily harm or even kill operators and customers if not effectively addressed. First, look at the results of the lack of verification of even the very basic chemicals delivered to our facilities, document case histories where events have occurred, and show system personnel how simple and easy a verification program is to establish. Next, address operational issues such as the laboratory result where the Pink-Red color that develops in the DPD Chlorine test, but is not chlorine; and what operations personnel can do to mitigate these issues. Additionally, learn why the Infrastructure Age requires extra vigilance to prevent system contamination. Even with backflow prevention, the fact remains that a garden hose is still the number one potential contamination source for water systems. Discuss why water stagnation and biofilm formation can lead to bacterial contamination and how operations can minimize these issues with simple low-cost steps.

# VOC-770 | \$139 (includes fees: \$120)

A1 Wed | Aug. 31 | 8 a.m. – 4 p.m.  
1 session | Main Campus

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may be available for eligible  
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for additional information.

001-11-20



## National Pollutant Discharge Elimination System (NPDES) Permit Reporting

The National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into the waters of the United States. This one-day course trains wastewater operators and superintendents on the NPDES reporting process in Maryland. Topics covered include general objectives of the discharge reporting system, proper identification of excessive discharges, required methods for reporting to regulatory agencies, and the accurate preparation of monthly Discharge Monitoring Reports. Dissolved oxygen, chlorine residual, pH tests and flow monitoring will also be discussed. Each participant must bring a calculator with a log function and a copy of his or her plant's Discharge Permit to class.

# VOC-771 | \$139 (includes fees: \$120)

A2 Thu | Sept. 29 | 8 a.m. – 4 p.m.  
1 session | Main Campus

## Chlorination Technology

Chlorine is a widely used disinfectant that can be supplied in different forms including chlorine gas, hypochlorite solutions, and other chlorine compounds in solid or liquid form. As the utility industry seeks safer and more effective disinfectants, many treatment plants are now applying sodium hypochlorite. Operators will benefit from this one-day course reviewing the benefits and drawbacks of switching from gas chlorination to sodium hypochlorite. Topics include principles of feeding gas chlorine and hypochlorite metering pumps as applied in the water/wastewater industry. Preventative maintenance recommendations for both chlorine gas and liquid bleach feed systems will be included. The disinfection action of chlorine in water treatment is described in detail as well as the hazards associated with safe handling and storage.

# VOC-772 | \$139 (includes fees: \$120)

A2 Thu | Oct. 27 | 8 a.m. – 4 p.m.  
1 session | Main Campus

## HEALTHCARE & HUMAN SERVICES

### BEHAVIORAL HEALTH

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

### Advanced Emotional Freedom Techniques

Take EFT to the next level. Emotional Freedom Techniques (EFT) is an extremely effective and simple therapeutic process for treating traumas, fears and phobias, anger, addictions, negative self-concepts, and performance issues. Designed for those who have attended the first EFT training and/or those who are currently using these techniques in their practice. Six clock hours.

# VOC-441 | \$115 (includes fees: \$30)

A2 Fri | Sept. 16 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Daniel Holler

### NEW! Clinical Supervision - How to Be the Best You Can Be!

Often clinicians are promoted into supervisory and management positions with little training. The expectation is that they have been supervised and should be able to execute what they had modeled. But what if your supervisor/manager was not as good as they could have been? What have you missed? Look at how you can develop your own supervisory/management style to bring out the best in your staff. Additional topics include the legal/ethical issues of duty to warn, informed consent, PHI, conflict of interest and professional relationships. 3 clock hours.

# SCW-012 | \$79 (includes fees: \$30)

A2 Wed | Sept. 28 | 6 – 9:15 p.m.  
1 session | Main Campus  
Instructor: David Goldman

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

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

# SCW-011 | \$79 (includes fees: \$30)

A2 Tue | Nov. 15 | 6 – 9:15 p.m.  
1 session | Main Campus  
Instructor: Elizabeth Guroff

## Mind-Body Skills for Educators

This 8-week training is intended for educators and provides evidence-based techniques, which can be implemented individually and in groups to counteract the negative impact of chronic stress and trauma on emotional and physical well-being. The Center for Mind-Body Medicine (CMBM) model is used to teach practical skills that are grounded in psychobiology. You will be trained in various skills including meditation, guided imagery, biofeedback, self-expression and movement. This training has been approved by the MSDE for 1 CPD credit.

# PDE-124 | \$222 (includes fees: \$30)

A2 Mon | Sept. 26 – Nov. 14 | 6 – 8 p.m.  
8 sessions | Online  
Instructor: Susan McFadden

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## The Neurobiology of Aging

With people living longer, many are impacted by cognitive changes. This class will provide an overview of the neurological causes for these changes, how to determine typical from atypical cognitive decline, preventative measures and best practices for responding to our aging population. 3.5 clock hours.

# SCW-008 | \$82 (includes fees: \$30)

A1 Wed | Aug. 24 | 5:30 – 9:15 p.m.  
1 session | Main Campus  
Instructor: Anne Arena

## NEW! Neuroeducation 101

Neuroeducation explores the interconnectedness of the brain, body and mind through self-awareness. Everyday choices are explored in terms of learning innovative applications and techniques for practitioners to empower clients through mental health interventions. Learn strategies to help reduce stress, regulate emotion and increase self-awareness. Incorporate tools to enhance positive emotions. 3 clock hours.

# SCW-014 | \$79 (includes fees: \$30)

A2 Thu | Oct. 20 | 6 – 9:15 p.m.  
1 session | Main Campus  
Instructor: Sara Trescott

## NEW! Private Practice: Is It Right for You?

Being independently licensed to provide mental health/social work services is exciting! Review the opportunities and challenges involved in private practice. Do you want to be solo, in a group practice or work as a contractor? Each has its positives, but what is best for you? We will discuss marketing, managed care, billing, EAP, consultations and incorporation/LLC, preparing you to make an educated decision regarding entering into private practice. 3 clock hours.

# SCW-013 | \$79 (includes fees: \$30)

A2 Tue | Nov. 1 | 6 – 9:15 p.m.  
1 session | Main Campus  
Instructor: David Goldman

## Spanish for Social Services

Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.

# XXP-075 | \$175 (includes fees: \$165)

Online Start Anytime 6 months to complete

## REGISTERED BEHAVIOR TECHNICIAN

### Registered Behavior Technician Training I

★ Part of a Workforce Training Certificate; see page 3

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

# AHE-368 | \$285 (includes fees: \$45)

A2 Oct. 3 – 24 | 7 sessions  
Mon, Wed | Oct. 3 – 19 | 6 – 9:15 p.m.  
Online  
Mon | Oct. 24 | 6 – 8 p.m.  
Online  
Instructor: Holly Bennett

## Registered Behavior Technician Training II

★ Part of a Workforce Training Certificate; see page 3

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

# AHE-369 | \$285 (includes fees: \$45)

A2P Oct. 26 – Nov. 16 | 7 sessions  
Wed, Mon | Oct. 26 – Nov. 14 | 6 – 9:15 p.m.  
Online  
Wed | Nov. 16 | 6 – 8 p.m.  
Online  
Instructor: Holly Bennett

## MENTAL HEALTH/FIRST AID

### Mental Health First Aid NO COST!

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

# AHE-291 | No Cost

A2 Wed, Thu | Sept. 7 & 8 | 12 – 4:30 p.m.  
2 sessions | Main Campus

B2 Thu, Fri | Oct. 13 & 14 | 8:30 a.m. – 1 p.m.  
2 sessions | Main Campus

C2 Tue | Dec. 6 | 8:30 a.m. – 5 p.m.  
1 session | Main Campus



## Youth Mental Health First Aid

### NO COST!

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

# AHE-292 | No Cost

A2 Wed | Nov. 16 | 8:30 a.m. – 3:30 p.m.  
1 session | Main Campus

## CPR FOR HEALTHCARE

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

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

## Heartsaver First Aid

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

# AHE-277 | \$79 (includes fees: \$42)

A3 Thu | Jan. 12 | 6 – 9:15 p.m.  
1 session | Main Campus

## Heartsaver CPR AED

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

# AHE-379 | \$89 (includes fees: \$48)

A2 Thu | Oct. 27 | 6 – 9:15 p.m.  
1 session | Main Campus

## Heartsaver First Aid CPR AED

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

# AHE-378 | \$95 (includes fees: \$48)

A2 Mon | Oct. 3 | 4 – 9:15 p.m.  
1 session | Main Campus

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## BLS Provider

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

# AHE-315 | \$99 (includes fees: \$48)

E1 Fri | Aug. 19 | 9 a.m. – 4 p.m.  
1 session | Main Campus

F1 Sat | Aug. 27 | 9 a.m. – 4 p.m.  
1 session | Main Campus

A2 Sat | Sept. 10 | 9 a.m. – 4 p.m.  
1 session | Main Campus

B2 Sat | Sept. 24 | 9 a.m. – 4 p.m.  
1 session | Main Campus

C2 Sat | Oct. 8 | 9 a.m. – 4 p.m.  
1 session | Main Campus

D2 Sat | Oct. 22 | 9 a.m. – 4 p.m.  
1 session | Main Campus

E2 Sat | Nov. 12 | 9 a.m. – 4 p.m.  
1 session | Main Campus

F2 Sat | Dec. 10 | 9 a.m. – 4 p.m.  
1 session | Main Campus

## BLS Provider Renewal

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

# AHE-064 | \$89 (includes fees: \$48)

B1P Mon | Aug. 15 | 5 – 9:15 p.m.  
1 session | Main Campus

A2P Mon | Sept. 19 | 5 – 9:15 p.m.  
1 session | Main Campus

B2P Mon | Oct. 17 | 5 – 9:15 p.m.  
1 session | Main Campus

C2P Mon | Nov. 21 | 5 – 9:15 p.m.  
1 session | Main Campus





## DENTAL

### Introduction to Dental Assisting

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

Gain entry-level dental assisting job skills. 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 operator/lab and practice using dental software. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

# AHE-063 | \$975 (includes fees: \$150) plus text

A2BP Sept. 20 – Oct. 27 | 12 sessions

Tue, Thu | Sept. 20 – Oct. 6 | 5:30 – 9:45 p.m.

Main Campus

Tue | Oct. 11 | 5:30 – 9:45 p.m.

Main Campus

Thu, Tue | Oct. 13 – 27 | 5:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

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or contact Beth Lee at 410-386-8096.

001-02-23

### Oral Radiography

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

This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum at the Maryland State Dental Association is required. Your clinical session will be scheduled individually at a date/time convenient to you and your instructor. Course includes an online component; internet access required. Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course.

# AHE-298 | \$915 (includes fees: \$270) plus text

*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.*

A2BPC Nov. 1 – Dec. 15\* | 13 sessions

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

Tue | Nov. 1 – Dec. 13 | 6:30 – 9:45 p.m.

Main Campus

Thu | Nov. 3 – Dec. 15 | 6:30 – 9:45 p.m.

Online

\*No class 11/24

Instructor: Carol Bair

# AHE-298 | \$739 (includes fees: \$142) plus text

*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.*

A2BP Nov. 1 – Dec. 15\* | 13 sessions

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

Tue | Nov. 1 – Dec. 13 | 6:30 – 9:45 p.m.

Main Campus

Thu | Nov. 3 – Dec. 15 | 6:30 – 9:45 p.m.

Online

\*No class 11/24

Instructor: Carol Bair

### Radiation Safety Update

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

# AHE-270 | \$209 (includes fees: \$64)

A2 Nov. 1 – 8 | 3 sessions

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

Tue | Nov. 1 & 8 | 6:30 – 9:45 p.m.

Main Campus

Thu | Nov. 3 | 6:30 – 9:45 p.m.

Online

Instructor: Carol Bair

### Spanish for Dentists and Dental Hygienists

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

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

Online Start Anytime 6 months to complete



## GENERAL HEALTHCARE 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.

### 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.

# AHE-147 | \$91 (includes fees: \$34)

A2M Sat | Oct. 15 | 9 a.m. – 1:30 p.m.

1 session | Online

Instructor: Cynthia Lazzari

### Human Anatomy and Physiology

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

# AHE-650 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

### Medical Terminology: A Word Association Approach

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

# AHE-044 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

### Medical Terminology for Health Careers

 Part of a Workforce Training Certificate; see page 3

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 on rote memorization of terms.

# AHE-149 | \$379 (includes fees: \$30) plus text

A2B Tue, Thu | Sept. 20 – Oct. 20 | 6 – 9:15 p.m.

10 sessions | Online

Instructor: Cynthia Lazzari

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Scholarships and tuition assistance may be available for eligible non-credit students.

Visit [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance) for additional information.

### Professional Preparation in Healthcare

 Part of a Workforce Training Certificate; see page 3

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

# AHE-196 | \$126 (includes fees: \$30)

A2 Tue, Wed, Thu | Sept. 13 – 15 | 6 – 8:45 p.m.

3 sessions | Online

Instructor: Beth Lee

### Spanish for Healthcare

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

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

Online Start Anytime 6 months to complete

## HEALTHCARE OCCUPATIONS

### ASSISTED LIVING

#### Assisted Living Manager

 Part of a Workforce Training Certificate; see page 3

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

# AHE-113 | \$982 (includes fees: \$350)

A2 Thu | Sept. 29 – Dec. 8\* | 8:30 a.m. – 5 p.m.

10 sessions | Main Campus

Instructor: James Rowe

\*No class 11/24



## Clinical Patient Management in Assisted Living

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

# AHE-483 | \$144 (includes fees: \$60)

**A2 Oct. 20 & 27 | 2 sessions**  
Thu | Oct. 20 | 8:30 a.m. – 5 p.m.  
Main Campus  
Thu | Oct. 27 | 8:30 – 10:30 a.m.  
Main Campus  
Instructor: James Rowe

## Operational Management in Assisted Living

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

# AHE-287 | \$144 (includes fees: \$60)

**A2 Dec. 1 & 8 | 2 sessions**  
Thu | Dec. 1 | 8:30 a.m. – 5 p.m.  
Main Campus  
Thu | Dec. 8 | 8:30 – 10:30 a.m.  
Main Campus  
Instructor: James Rowe

## RN Case Manager/Delegating Nurse in Assisted Living

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

# NRS-423 | \$244 (includes fees: \$82)

**A1P Thu, Fri | Aug. 25 & 26 | 8 a.m. – 4:30 p.m.**  
2 sessions | Main Campus  
Instructor: James Rowe

**A2P Wed, Thu | Dec. 14 & 15 | 8 a.m. – 4:30 p.m.**  
2 sessions | Main Campus  
Instructor: James Rowe

## EMT

### Emergency Medical Technician 1

★ Part of a Workforce Training Certificate; see page 3

Train to become an Emergency Medical Technician (EMT) and receive National Registry EMT certification. Topics include medical, legal and ethical issues, basic anatomy and physiology, patient care management, medical emergencies, basic cardiac life support, respiratory emergencies and pharmacological treatments. Classroom hours will be held during the week and lab hours will be scheduled on weekends. Course includes classroom, distance learning and lab instruction. Students must be 17 to enroll. This is the first in a two-course series. Students must successfully complete both Emergency Medical Technician 1 and Emergency Medical Technician 2 to sit for the National Registry EMT written exam and the MIEMSS practical evaluation. Course includes an online component; internet access required. Co-listed with credit.

# AHE-373 | \$1,006 (includes fees: \$180) plus text

**A1B Mon, Wed | Aug. 29 – Dec. 14\* | 6 – 9:30 p.m.**  
30 sessions | Online  
\*No class 9/5, 11/23

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at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

## Emergency Medical Technician 2

★ Part of a Workforce Training Certificate; see page 3

Continue your Emergency Medical Technician training. Topics include trauma emergencies and appropriate treatment, EMS operations and Advance Support assistance, and special patient populations including obstetrics and neonatal care, pediatrics, geriatrics and patients with special challenges. Classroom hours will be held during the week and lab hours will be scheduled on weekends. Course includes classroom, distance learning and lab instruction. Students must be 17 to enroll. This is the second in a two-course series. Prerequisite: Emergency Medical Technician 1. Students must successfully complete both Emergency Medical Technician 1 and Emergency Medical Technician 2 to sit for the National Registry EMT written exam and the MIEMSS practical evaluation. Course includes an online component; internet access required. Co-listed with credit.

# AHE-320 | \$523 (includes fees: \$105)

**A3 Jan. 2 – 25\* | 9 sessions**  
Hybrid (online with one or more sessions held on campus)  
Mon, Wed | Jan. 2 – 25 | 6:30 – 9 p.m.  
Main Campus  
Sat | Jan. 7 & 21 | 8 a.m. – 4 p.m.  
Main Campus  
\*No class 1/14/2023, 01/16/2023

## HEALTH INFORMATION TECHNOLOGY

### Introduction to Electronic Health Records

★ Part of a Workforce Training Certificate; see page 3

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 (AHE149).

# AHE-212 | \$369 (includes fees: \$49) plus text

**A2BMP Tue, Thu | Oct. 25 – Nov. 22 | 6 – 9:15 p.m.**  
9 sessions | Online  
Instructor: Denise Reeser



FREE!

# Health Care Training Information Session

**Be job ready in as  
little as two months!**

**Wednesday, Sept. 7 | 6 – 7:30 p.m.**

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

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

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

**Find out about:**

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

**Course #: XXB-140-A2**

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

Register online at  
[carrollcc.edu/CETRegistration](http://carrollcc.edu/CETRegistration)  
or call Continuing Education  
and Training at 410-386-8100.

001-08-23-0622

## Medical Billing for the Physician's Office

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

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 Certi-  
fied Professional Biller (CPB) national  
certification exam offered by the American  
Academy of Professional Coders (AAPC).

# AHE-199 | \$529 (includes fees: \$60) plus text

**A2B Nov. 29 – Jan. 26\* | 14 sessions**

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

Tue, Thu | Nov. 29 – Jan. 10 | 6 – 9:15 p.m.

Online

Thu | Jan. 12 | 6 – 9:15 p.m.

Main Campus

Tue, Thu | Jan. 17 & 19 | 6 – 8:15 p.m.

Online

\*No class 12/20, 12/22, 12/27, 12/29

## Medical Billing and Coding (Voucher Included)

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

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

Online Start Anytime 12 months to complete

## Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

Online Start Anytime 6 months to complete

## Become an Optical Assistant

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

# AHE-364 | \$129 (includes fees: \$105)

**B1** Online Aug. 17 – Sept. 23

**A2** Online Sept. 14 – Oct. 21

**B2** Online Oct. 12 – Nov. 18

**C2** Online Nov. 16 – Dec. 23

**D2** Online Dec. 14 – Jan. 20





## PERSONAL FITNESS TRAINER

### ACE Personal Fitness Trainer

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

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

# VOC-746 | \$584 (includes fees: \$30) plus text

A1B Tue, Thu | Aug. 30 – Dec. 15\* | 12:30 – 1:50 p.m.  
31 sessions | Main Campus  
\*No class 11/24

## PHARMACY TECHNICIAN

### Pharmacy Technician Training I

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

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

# AHE-356 | \$705 (includes fees: \$103) plus text

A2B Sept. 19 – Oct. 24 | 16 sessions  
Mon, Wed, Thu | Sept. 19 – Oct. 24  
6 – 9:15 p.m.  
Main Campus

### Pharmacy Technician Training II

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

Complete your review of the top 200 drugs and continue practicing in the mock pharmacy. Learn about aseptic technique, sterile and nonsterile compounding, medication safety, inventory management, OSHA regulations and durable medical equipment. Prerequisite: Successful completion of Pharmacy Technician Training I.

# AHE-361 | \$815 (includes fees: \$106)

A2P Oct. 26 – Dec. 12\* | 19 sessions  
Wed, Thu, Mon | Oct. 26 – Dec. 12 | 6 – 9:15 p.m.  
Main Campus  
\*No class 11/23, 11/24



I completed the Pharmacy Technician Training program. The instructors went above and beyond in making sure that we knew absolutely everything we needed to prepare for the PTCE. I have worked in both a hospital pharmacy and an independent pharmacy. Thank you to this program and all of the instructors!



Alynne Wagner  
Pharmacy Technician completer

## GET HELP PAYING FOR CAREER TRAINING

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

For info, visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at 410-386-8096.

## PHLEBOTOMY TECHNICIAN

### Phlebotomy Technician Training I: Theory

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

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. Student must also have successfully completed Professional Preparation in Healthcare (AHE-196). This course includes a clinical component. The clinical sites require that you are fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required. 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.

# AHE-200 | \$945 (includes fees: \$145) plus text

A2BP Sept. 26 – Nov. 16 | 16 sessions  
Mon, Wed | Sept. 26 – Nov. 9 | 5:30 – 8:45 p.m.  
Main Campus  
Mon | Nov. 14 | 3 – 6:15 p.m.  
Carroll Hospital Center  
Wed | Nov. 16 | 5:30 – 8:45 p.m.  
Main Campus  
Instructors: Brian Rutledge, Emma Eyler



## Phlebotomy Technician Training II: Clinical

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

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

# AHE-077 | \$629 (includes fees: \$30)

A2P Nov. 28 – Dec. 7 | 7 sessions

Mon – Fri | Nov. 28 – Dec. 5 | 8 a.m. – 5 p.m.  
Lifebridge Health Labs

Wed | Dec. 7 | 8 a.m. – 12 p.m.  
Lifebridge Health Labs

Instructor: Emma Eyler

## Phlebotomy Technician Training III: Clinical

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

Refine your phlebotomy techniques in various local labs, in cooperation with Lifebridge Health Labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.

# AHE-078 | \$629 (includes fees: \$30)

A2P Dec. 7 – 16 | 8 sessions

Wed | Dec. 7 | 1 – 5 p.m.  
Lifebridge Health Labs

Mon – Fri | Dec. 8 – 16 | 8 a.m. – 5 p.m.  
Lifebridge Health Labs

Instructor: Emma Eyler



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



**Arslan Nazir**  
Phlebotomy Training  
Certificate completer

## Become a Physical Therapy Aide

Prepare for a career as a valued member of the physical therapy team. Learn about the human body, specific disorders and methods used by physical therapists to treat those disorders. Receive training on how to communicate effectively with other health care professionals and patients. Gain an understanding of the medical documentation that physical therapists use and the principles of ethics and law that affect the PT aide.

# AHE-123 | \$129 (includes fees: \$105)

B1 Online Aug. 17 – Sept. 23

## STERILE PROCESSING TECHNICIAN

### Foundations for Healthcare Careers

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

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

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

A1BP Mon, Wed | Aug. 10 – Sept. 21\* | 6 – 9 p.m.  
12 sessions | Frederick Community College

\*No class 9/5

## Sterile Processing Technician Training Fundamentals

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

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

# AHE-299 | \$861 (includes fees: \$801)

A2P Wed, Mon | Oct. 5 – Dec. 14\* | 6 – 9 p.m.  
20 sessions | Frederick Community College  
\*No class 11/23



## MEDICAL ASSISTANT

The next Medical Assistant cohort starts this fall. Call 410-386-8100 for information.

## NURSING

### Nursing Admission Exam Prep

Assess your proficiency in the basic academic subjects required for nursing school applicants. Review the basic verbal, math and science skills tested on entrance exams. Test-taking skills and practice questions are included. Students are eligible for a certificate showing course completion, but no credit is awarded. Access to the internet and basic computer skills are required. Students must use a Carroll Community College email address, provided at registration. Completion of this course or score on the admission exam does not guarantee admission to the Nursing program at Carroll Community College. See the Nursing degree program at [www.carrollcc.edu](http://www.carrollcc.edu) for prerequisites for admission to the College's Practical or Registered nursing courses.

# NRS-422 | \$179 (includes fees: \$50)

A2 Online Oct. 1–31

## GET HELP PAYING FOR CAREER TRAINING

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

For info, visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at 410-386-8096.

001-02-23

## TUITION \$200 OR MORE?

### Pay in installments!

Visit  
[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
to learn more!

## CERTIFIED NURSING ASSISTANT

**Prerequisites: All three must be completed before starting CNA Part 1.**

- AHE-257 CNA Preparation
- AHE-315 BLS Provider or current AHA BLS Provider CPR card
- 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. You will be contacted with your test results and instructions regarding which sections to choose. If you are providing college transcripts, you will also be contacted. **Please do not register for any of these classes until receiving this guidance.**

### CNA Preparation

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical sites require that you are fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the

mask, is permitted. This N95 mask will be provided for you by the College.

# AHE-257 | \$269 (includes fees: \$43)

B2 Mon, Tue, Thu, Fri | Sept. 12–20  
8:30–11:45 a.m.  
6 sessions | Online

A2 Tue, Thu | Sept. 6–22 | 5–8:15 p.m.  
6 sessions | Online

### Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

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), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the GNA test. Requires study time outside of class. Includes tests, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Students must take the College's reading placement test no later than one week before the first session.

# AHE-042 | \$1,146 (includes fees: \$174) plus text

A2BMP Mon, Tue, Thu, Fri | Sept. 26–Oct. 17  
8:30 a.m. – 4 p.m.  
13 sessions | Main Campus

B2BMP Sept. 27–Nov. 15\* | 18 sessions  
Tue, Thu | Sept. 27–Nov. 15 | 5–9:15 p.m.  
Main Campus, N209  
Sat | Oct. 15–Nov. 12 | 8 a.m. – 4:30 p.m.  
Main Campus  
\*No class 10/22, 11/5





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



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

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

**Program benefits through  
local employers may include  
opportunities for:**

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

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

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

001-09-23-0622

### Certified Nursing Assistant Training, Part II

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

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

# AHE-580 | \$778 (includes fees: \$216)

A2P Mon – Fri | Oct. 18 – 25 | 7 a.m. – 3:30 p.m.  
6 sessions | Carroll Lutheran Village

B2P Nov. 17 – Dec. 13\* | 10 sessions  
Thu, Tue | Nov. 17 – Dec. 13 | 5 – 9:15 p.m.  
Carroll Lutheran Village  
Sat | Nov. 19 – Dec. 10 | 7 a.m. – 3:30 p.m.  
Carroll Lutheran Village  
\*No class 11/24, 11/26

*Interested in a degree?*

Explore Carroll's  
**CREDIT  
PROGRAMS**  
at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

### GNA Skills Lab

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

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

# AHE-455 | \$119 (includes fees: \$40)

A2 Wed | Sept. 21 | 9 a.m. – 3:30 p.m.  
1 session | Main Campus

A3 Wed | Jan. 4 | 9 a.m. – 3:30 p.m.  
1 session | Main Campus

B2 Wed | Nov. 16 | 9 a.m. – 3:30 p.m.  
1 session | Main Campus

### Medicine Aide Training

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. Prerequisites: Students must take the College reading and math placement tests or provide college transcripts, 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; negative TB test/Chest Xray within the last year; proof of immunity to MMR, Varicella and Hepatitis B or sign a Hep B waiver; and proof of flu vaccine for the current flu season.

# AHE-588 | \$945 (includes fees: \$80) plus text

A2BMP Oct. 24 – Dec. 10\* | 18 sessions  
Mon, Wed | Oct. 24 – Dec. 7 | 6 – 9:15 p.m.  
Main Campus  
Sat | Nov. 5 – Dec. 10 | 7 a.m. – 3 p.m.  
Carroll Lutheran Village  
\*No class 11/23, 11/26





## Medicine Aide Update

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

# AHE-120 | \$101 (includes fees: \$40)

A2MP Fri | Sept. 9 | 8 a.m. – 4:30 p.m.  
1 session | Main Campus

B2MP Fri | Nov. 11 | 8 a.m. – 4:30 p.m.  
1 session | Main Campus

## OSHA/SAFETY/CPR

### FIRST AID & CPR

#### Heartsaver First Aid CPR AED

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

# AHE-378 | \$95 (includes fees: \$48)

A2 Mon | Oct. 3 | 4 – 9:15 p.m.  
1 session | Main Campus

## OSHA

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

### OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry

Prepare to teach the 10- and 30-hour construction safety and health Outreach Training Program. Using OSHA Construction Standards as a guide, learn about those topics required in the 10- and 30-hour programs, with special emphasis placed on those which are most hazardous. Prerequisites: Students must successfully complete the OSHA 510 Occupational Safety and Health Standards for Construction and have 5 years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for 2 years of work-related experience.

# VOC-613

A1 Mon – Thu | Aug. 15 – 18 | 8 a.m. – 4 p.m.  
4 sessions | Main Campus

### OSHA 3115 Fall Protection

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements and developing a fall protection program. Upon course completion, students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

# SFT-005

A2 Tue, Wed, Thu | Sept. 6 – 8 | 8 a.m. – 4 p.m.  
3 sessions | Main Campus

## From Dream to Reality



“All through high school I never quite knew what I wanted to do ‘when I grew up.’ School was never something I enjoyed very much. I hated taking tests as much as the next person. But the teachers in **Carroll’s CMA program** made testing easier by preparing you. They were always there to help. Not too long after completing the course, I passed my certification test and accepted my first job. After gaining some experience, I applied to my dream job and got it! I now work for Johns Hopkins Oncology and love what I do.”

**Bridget Brown**

Medical Assistant completer

001-14-22-0521 CAR



### Fall Protection Train-the-Trainer Course

In the U.S. construction industry, falls are the leading cause of worker fatalities. This program provides the elements to develop a good Fall Protection Training Program to include determining fall protection training needs, identifying goals and objectives, developing learning activities, and conducting and evaluating the training program. Includes Facilitator Guide and CD. Prerequisite: Must have completed OSHA 3115 Fall Protection within the last 12 months and provide CRSC with a copy of your course completion certificate.

# SFT-006

A2 Fri | Sept. 9 | 8 a.m. – 4 p.m.  
1 session | Main Campus

### OSHA 2264 Permit Required Confined Space Entry

Learn the safety and health hazards associated with permit-required confined space entry. Topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage and training requirements.

# VOC-112

A2 Mon, Tue, Wed | Oct. 10 – 12 | 8 a.m. – 4 p.m.  
3 sessions | Main Campus

### Confined Space Train the Trainer

This trainer course provides training on all aspects of 29 CFR 1910.146 and 29 CFR 1926.1200 Subpart AA Confined Space in Construction. Each student will receive a student binder and a CD, which includes PowerPoint presentations, video clips, test questions and additional resource information for Confined Spaces training. Prerequisite: You must have completed the OSHA 2264 Permit Required Confined Space Entry course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

# VOC-113

A2 Thu | Oct. 13 | 8 a.m. – 4 p.m.  
1 session | Main Campus

### OSHA 510 - Basic Course for Construction Industry

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

# VOC-596

A2 Mon – Thu | Nov. 7 – 10 | 8 a.m. – 4 p.m.  
4 sessions | Main Campus

### Lift Truck Train the Trainer

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

# VOC-111

A2 Fri | Nov. 18 | 8 a.m. – 4 p.m.  
1 session | Main Campus

### OSHA 3015 - Excavation, Trenching & Soil Mechanics

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

# SFT-007

A2 Mon, Tue, Wed | Dec. 12 – 14 | 8 a.m. – 4 p.m.  
3 sessions | Main Campus

### Excavation, Trenching and Soil Mechanics Train-The-Trainer

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

# SFT-008

A2 Thu | Dec. 15 | 8 a.m. – 4 p.m.  
1 session | Main Campus

## ADDITIONAL CAREER TRAINING

### CANNABIS DISPENSARY

#### NEW! Dispensary Agent Basics

Learn about the tasks and functions of an entry-level worker in a Maryland Cannabis Dispensary. Examine the day-to-day duties of this unique retail establishment including how the METRC system tracks cannabis products through the supply chain from seed to sale. Explore the ethical issues surrounding this new industry and how to design a résumé and cover letter to begin the job search process.

# CWD-001 | \$430 (includes fees: \$60)

A2 Wed, Mon | Sept. 7 – Oct. 10 | 6 – 9:15 p.m.  
10 sessions | Online

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[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
to learn more!

**NEW! Introduction to Cannabis Entrepreneurship**

Learn how to identify entrepreneurial opportunities in the cannabis industry. Explore opportunities to obtain a license to grow, process or dispense cannabis as well as the ancillary businesses that are essential to serving the licensed businesses. Once an opportunity is identified, begin the process of constructing a business plan to further explore the viability of your entrepreneurial concept.

# CWD-002 | \$358 (includes fees: \$60)

A2 Mon, Wed | Oct. 24 – Nov. 16 | 6 – 9:15 p.m.  
8 sessions | Online

**NEW! Cannabis Plant Growth**

For the home grower or individual who seeks an entry-level position in a cultivation facility in the Maryland cannabis industry. Learn the basics of plant growth through its various stages whether grown outdoors or indoors. Learn about various hydroponic options, super soils as well as the best lighting choices for indoor growers. Learn about nutrients, diseases and pest control.

# CWD-003 | \$358 (includes fees: \$60)

A2 Mon, Wed | Nov. 28 – Jan. 4\* | 6 – 9:15 p.m.  
8 sessions | Online  
\*No class 12/19, 12/21, 12/26, 12/28

**NEW! Maryland Medical Cannabis Regulations**

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

# CWD-004 | \$286 (includes fees: \$60)

A3 Mon, Wed | Jan. 23 – Feb. 8 | 6 – 9:15 p.m.  
6 sessions | Online

**NEW! Introduction to Cannabis and the Human Body**

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

# CWD-005 | \$286 (includes fees: \$60)

A3 Mon, Wed | Feb. 20 – March 8 | 6 – 9:15 p.m.  
6 sessions | Online

**CHILD CARE****Basic Health & Safety Training**

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

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

A1 Online Self-paced 3-hr class *Complete by Dec. 2*

**CDA Portfolio Development**

This 30-hour course is designed to help you meet the requirements for the Professional Portfolio that is required to apply for the National CDA credential. Step-by-step guidelines for building the CDA Professional Portfolio are provided as well as helpful resources for building your portfolio. The Professional Portfolio is one of the main components that the CDA Council requires for a National CDA credential.

# CCT-517 | \$385 (includes fees: \$30) plus text

A2B Mon, Wed | Sept. 12 – Nov. 16 | 6 – 7:30 p.m.  
20 sessions | Online

**Child Care Administration**

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors.

# CCT-327 | \$448 (includes fees: \$30) plus text

A1BP Online Aug. 29 – Dec. 16

**Child Growth and Development**

Child Growth and Development examines the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. It reviews prominent theories of development and topics such as health, nutrition, play and the family. This course meets the Maryland State Department of Education Child Development requirement for an initial certificate in Early Childhood Education and Elementary Education and also satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff.

# CCT-514 | \$448 (includes fees: \$30) plus text

A1BP Online Aug. 29 – Dec. 12

B1BP Tue | Aug. 30 – Dec. 13 | 9:30 – 10:50 a.m.  
16 sessions | Main Campus

**Engaging Children With Remote Learning**

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

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

A1 Online Self-paced 3-hr class *Complete by Dec. 2*



## Including All Children and the ADA



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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## Methods and Materials in Early Childhood Education: Hybrid

This course teaches the methods and proper use of materials for presenting creative learning experiences to young children in the areas of language, dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course meets the Maryland State Department of Education Teaching Methodology requirement for an initial certificate in Early Childhood Education and also satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff. This class meets in the classroom and online.

# CCT-515 | \$448 (includes fees: \$30) plus text

A1BP Thu | Sept. 1–Dec. 15\* | 7–8:30 p.m.  
15 sessions | Main Campus  
\*No class 11/24

## Nutrition and Active Living



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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## Pandemic and Infectious Diseases: Reducing Risks in Child Care



Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

# CCT-519 | \$85 (includes fees: \$70)

A1 Online Self-paced 3-hr class Complete by Dec. 2

## Positive Child Guidance and Discipline



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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

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## Pyramid Model for Social and Emotional Competence - Preschool



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

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

A2 Online Self-paced 3-hr class Complete by Oct. 31

## Resources That Guide Daily Planning



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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## School-Age Care (SAC)



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

# CCT-516 | \$448 (includes fees: \$30) plus text

A1BP Online Aug. 29–Dec. 16





## SIDS

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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## Supporting Children With Disabilities

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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## Taking Learning Outside

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

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

A1 Online Self-paced 3-hr class Complete by Dec. 2

## COMMERCIAL TRUCK DRIVER

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

## LAW ENFORCEMENT AND LEGAL CAREERS

Offered in partnership with The Center for Legal Studies. For additional online legal career training visit [www.carrollcc.edu/LegalStudies](http://www.carrollcc.edu/LegalStudies).

### Paralegal Certification Course

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

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

A1B Online Aug. 22 – Dec. 2

A2B Online Oct. 17 – Feb. 24

### Legal Nurse Consultant Training Course

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

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

A1B Online Aug. 22 – Oct. 7

A2B Online Oct. 17 – Dec. 2

## Legal Secretary Certificate Course

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

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

A1B Online Aug. 22 – Oct. 7

A2B Online Oct. 17 – Dec. 2

## Victim Advocacy Certificate Course

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

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

A1B Online Aug. 22 – Oct. 7

A2B Online Oct. 17 – Dec. 2

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100-12222



## Become a Volunteer Mediator



### LEARN TO HELP COMMUNITY MEMBERS RESOLVE:

- Family conflicts
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- Business/consumer conflicts
- Employee conflicts
- Neighborhood conflicts
- Custody/visitation conflicts
- And more

### TRAINING INCLUDES:

- 45 hours of classroom training
- Apprenticeship
- Co-mediation opportunities
- Evaluation

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Community Mediation  
Center at **410-848-1764**  
or **CCCMC@carrollcc.edu**.

104-09-22 0122 INF

Training starts soon!

## VETERINARY ASSISTANT

### Preparation for the Veterinary Assistant Training Course Series

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

Brush up on your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 9-hour course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include problem-solving skills, written verbal communication, math for medications, confidentiality, professionalism and ethics. Classroom work will be scored on a point system.

# VOC-336 | \$176 (includes fees: \$62)

A2P Mon, Wed | Sept. 12 – 19 | 6 – 9:15 p.m.  
3 sessions | Main Campus  
Instructor: Denise Reeser

### Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

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

This course consists of 78 classroom hours and 18 clinic hours and provides an introduction to the field of veterinary medicine. Topics include an orientation to the veterinary profession, office and client relations, client history taking and exam room procedures, animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures. It also provides instruction on laboratory procedures, drug therapy and radiology procedures. Topics include types of laboratory tests, microscopes, drugs used in the field and radiology. This course includes a supervised practicum. Prerequisite: Preparation for the Veterinary Assistant Training Course Series.

# VOC-691 | \$1,329 (includes fees: \$210)

A2MP Mon, Wed | Sept. 26 – Jan. 11\* | 6 – 9:15 p.m.  
26 sessions | Main Campus  
Instructor: Kim Haga  
\*No class 10/31, 11/23, 12/19, 12/21, 12/26, 12/28

### Veterinary Assist Training II: Patient Care, Treatment, Surgery, Anesthesia and Emergency Care

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

This course consists of 63 classroom hours and 36 clinic hours. Students will learn veterinary assistant inpatient care and clinical procedures. Topics include medicating the patient, animal nutrition, fluid therapy and therapeutic techniques for animals. You will also learn assistant skills related to surgery and emergency care including anesthesia, surgery preparation, first aid and emergency procedures, CPR and the critical care of animals. The course includes a supervised practicum. Prerequisite: Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy.

# VOC-692 | \$1,284 (includes fees: \$130)

A3P Mon, Wed | Jan. 23 – April 10\* | 6 – 9:15 p.m.  
21 sessions | Main Campus  
Instructor: Kim Haga  
\*No class 3/20/2023, 03/22/2023

### Veterinary Assistant Training III: Clinic Externship

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

This final course consists of an individually scheduled, hands-on experience related to veterinary management and clinical procedures. Opportunities include preventive medicine, nutrition, husbandry, animal behavior, handling and restraint, medical management and laboratory techniques. Observe and practice procedures and skills under direct supervision. Must be at least 18 years old with a valid driver's license and reliable transportation. Weekday, weekend and holiday hours necessary for successful completion. Prerequisite: Veterinary Assistant Training I and II. Technical standards apply.

# VOC-430 | \$569 (includes fees: \$30)

A3P Mon – Sat | Jan. 30 – April 3  
To be individually scheduled | Clinical Site  
Instructor: Carole Contel



## ADULT BASIC EDUCATION

### ACADEMIC TEST PREP

#### SAT/ACT Prep Series

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

# ADS-105 | \$209 (includes fees: \$159)

B1 Online Aug. 17 – Oct. 21

A2 Online Sept. 14 – Nov. 18

B2 Online Oct. 12 – Dec. 23

C2 Online Nov. 16 – Jan. 20

D2 Online Dec. 14 – Feb. 24

### CAREER DEVELOPMENT

#### Help With Career Choices NO COST!

Need help with your career choice? Attend a free monthly session. No cost, but please register to reserve your seat.

# XXB-138 | No Cost

B1 Mon | Aug. 22 | 6 – 7 p.m.  
1 session | Main Campus  
Instructor: Beth Lee

A2 Mon | Sept. 26 | 6 – 7 p.m.  
1 session | Main Campus  
Instructor: Beth Lee

B2 Mon | Oct. 24 | 6 – 7 p.m.  
1 session | Main Campus  
Instructor: Beth Lee

C2 Mon | Nov. 28 | 6 – 7 p.m.  
1 session | Main Campus  
Instructor: Beth Lee

### ESOL

#### American English Pronunciation

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

# ESL-070 | \$179 (includes fees: \$30) plus text

A2B Tue, Thu | Oct. 11 – Dec. 15\* | 6:15 – 8:15 p.m.  
19 sessions | Main Campus  
Instructor: Michelle Muller  
*\*No class 11/24*

#### Grammar for ESL

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

# ESL-075 | \$129 (includes fees: \$105)

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

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# GED® Test/High School Diploma Preparation

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

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

## Fall classes start Tuesday, October 4.

You must attend a FREE information session between August 9 and September 20 to be eligible for Fall classes. Registration for the info session is required. **Contact us today for available dates.**



*"The Adult Education team at Carroll Community College sought out resources and ways to help accommodate my needs. They are **very flexible** and supported me when I had to change from one job to another. They*

*worked with my schedule, and I had the option to choose between a **virtual class** or an **in-person class**. The Adult Education team at Carroll never gave up on helping me!"*

—Jay West, GED® student

## Ready to get started? Contact us!

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







# ESOL (English for Speakers of Other Languages)

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

Para español, por favor llame  
410-386-8630.

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

## Fall classes start Monday, October 3.

You must attend a FREE information session between August 10 and September 19 to be eligible for Fall classes. Registration for the info session is required. **Contact us today for available dates.**



*"A million thanks to all the Carroll Community College team for **teaching us, helping us** and mostly **believing in us**. Because of you, I strive to continue to speak, read and write **comfortably in English**. This experience has been very*

*helpful and has opened many doors for me to grow in confidence and hope."*

—Hind Bialobrzewski, ESOL student

## Ready to get started? Contact us!

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



A close-up photograph of a glass filled with golden beer, topped with a thick, white head of foam. The glass is set on a wooden surface, and the background is a dark blue diagonal band.

# PERSONAL ENRICHMENT

Tantalize Your Taste Buds  
In Our **Food & Drink Demos** > page 59

Expand Your Cultural Knowledge  
**History, Culture & World View** > page 60

Care for Your Mind & Body  
In a **Health & Wellness Class** > page 71



## ART

### 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.

# PDE-755 | \$169 (includes fees: \$45)

A2M Mon | Sept. 19 – Oct. 24 | 6:30 – 9 p.m.  
6 sessions | Main Campus

### Drawing and Painting: Beginning

Learn to draw and paint skillfully and beautifully by learning to see things differently, to see in ways not used in ordinary life. Enhance your creativity as you add the dimension of color. Hands-on exercises will focus on how to use color theory to achieve harmonious colors and how to see and efficiently mix specific desired hues.

# PDE-808 | \$219 (includes fees: \$45)

A2M Wed | Sept. 7 – Oct. 26 | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca

### Drawing and Painting: Continuing

Expand your skills by exploring a variety of mediums. Learn how to perceive edges, spaces, relationships, lights and shadows to enlarge your understanding of drawing and painting principles. Work with your choice of media including colored pencil, pen and ink, acrylic, oil and watercolor. Returning students may work on independent projects.

# PDE-809 | \$219 (includes fees: \$45)

A2M Wed | Sept. 7 – Oct. 26 | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca

### Drawing for the Absolute Beginner



Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

# PDE-004 | \$129 (includes fees: \$105)

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

### 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.

#### 4 sessions

# PDE-102 | \$115 (includes fees: \$38)

A2 Wed | Nov. 9 – Dec. 7\* | 6:30 – 9 p.m.  
4 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 11/23*

#### 8 sessions

# PDE-728 | \$219 (includes fees: \$45)

A2 Wed | Sept. 7 – Oct. 26 | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca

B2 Fri | Sept. 9 – Oct. 28 | 9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy

C2 Fri | Nov. 4 – Jan. 13\* | 9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy  
*\*No class 11/25, 12/23, 12/30*

## 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.

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

A2 Wed | Sept. 14 – Oct. 19\* | 6:30 – 9 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
*\*No class 9/21*

### The Art of Stained Glass II - Basic Lampshades

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

# DPM-016 | \$195 (includes fees: \$185)

A2 Wed | Oct. 26 – Dec. 7\* | 6:30 – 9 p.m.  
6 sessions | Main Campus  
Instructor: Cathy Trostle  
*\*No class 11/23*

### Fused Glass Holiday Dessert Platter

Create a unique 11-inch round or oval/oblong platter. Use pre-cut base glass to begin your creation. Add glass embellishments to create your own one-of-a-kind Fall platter. Perfect to decorate your home for the holidays or as a gift. All supplies included.

# DPM-034 | \$70 (includes fees: \$60)

A2 Mon | Oct. 17 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Linn Wichowski

B2 Mon | Nov. 14 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Linn Wichowski





## HAVE MORE FUN TOGETHER!



### Take a class with a friend, family member or a group!

Take an **ART CLASS** with your co-workers.

How about a **COOKING CLASS** for your book club?

Or a **STAINED GLASS CLASS** with your family?

We can do that... **AND MORE!**

#### CUSTOMIZE YOUR OWN CLASS IN:

Cooking | Fine Craft | Painting  
Photography | And much more!

### Take a look and choose any class that interests you!

*"Our daughter signed us up for a history class and wow! We were able to learn so much together. We enjoyed it so much, we signed up for the whole session and the next!"*

—Ruth Ann Wood

Call 410-386-8106 to  
get your party started!

### Fused Glass Snowflake

Let it snow, let it snow, let it snow! Even though the weather is cold, capture the sun in a stunning, unique stained glass suncatcher. Celebrate the season and enhance your home, or give as a gift to 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.

# XXZ-259 | \$65 (includes fees: \$55)

A2 Thu | Nov. 10 | 6:30 – 9 p.m.  
1 session | Main Campus  
Instructor: Cathy Trostle

B2 Thu | Nov. 17 | 10 a.m. – 12:30 p.m.  
1 session | Main Campus  
Instructor: Cathy Trostle

### Stained Glass Holly Wreath

Create a stunning stained glass holly wreath! Hang it in the window for the holidays or give it as a special gift. All materials are provided to construct a 13-inch wreath. Prior experience in cutting and soldering necessary. Time permitting additional holiday patterns will be available.

# DPM-007 | \$100 (includes fees: \$90)

A2 Tue | Nov. 1 – 15 | 6:30 – 9 p.m.  
3 sessions | Main Campus  
Instructor: Cathy Trostle

### Intro to Throwing on the Potter's Wheel

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

# DPM-025 | \$104 (includes fees: \$94)

A2 Tue | Sept. 6 – 27 | 6 – 8:30 p.m.  
4 sessions | Main Campus  
Instructor: Alex Simms

B2 Sat | Oct. 1 – 22 | 9:30 a.m. – 12 p.m.  
4 sessions | Main Campus  
Instructor: Alex Simms

### Studio Ceramics

Create your own body of work. Use our studio utilities to create your unique projects. Assisted by expert guidance and consultation. Students allotted 25 pounds of clay to make hand-built and/or thrown works. For students who have already taken a recent ceramics course.

# DPM-027 | \$155 (includes fees: \$145)

A2 Thu | Sept. 8 – Oct. 13 | 6 – 8:30 p.m.  
6 sessions | Main Campus  
Instructor: Alex Simms

B2 Thu | Oct. 27 – Dec. 8 | 6 – 8:30 p.m.  
6 sessions | Main Campus  
Instructor: Alex Simms

## FLOWER ARRANGING

### Fresh Flower Arranging

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

# DPM-057 | \$55 (includes fees: \$45)

A2 Thu | Sept. 15 | 6 – 8 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

### Holiday Centerpieces

Fashion a unique arrangement that will be the star of your holiday table. Create one for yourself or make the perfect handmade gift for a loved one. Grab some friends for an evening of fun and celebrate the season with a fabulous centerpiece. All supplies included.

# DPM-005 | \$60 (includes fees: \$50)

A2 Thu | Oct. 20 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

B2 Thu | Nov. 3 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown





## FOOD & DRINK

*Demonstration courses: Students observe instructor prepare recipes and demonstrate technique. Class culminates with tasting and students take home recipes.*

*Hands-on courses: Students actively participate in practicing technique, preparing recipes and tasting the prepared food. Recipes provided for all dishes.*

*Classroom courses: Students will hear a short lecture, have class discussions and have a chance to ask questions. Recipes and information sheets are provided.*

*Please note: Students who withdraw six business days or less before the start date may receive a refund less the supply fee.*

### Basics of Beer Brewing

The craft beer industry has rapidly expanded. Are you ready to go with it? Discover the process of making beer at home and learn practical applications and tips for producing your own beer. Immerse yourself in the making of beer, from the mixing of raw ingredients to packaging and storage. Students must be 21 years of age or older. First class will meet on the Main Campus. Second class will meet off-site and end in a tasting.

# C00-065 | \$72 (includes fees: \$62)

A2T Oct. 11 & 18 | 2 sessions  
Tue | Oct. 11 | 7–9 p.m.  
Main Campus  
Tue | Oct. 18 | 7–9 p.m.  
Pub Dog Brewing Company  
Instructor: George Humbert

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### NEW! Beers of Belgium

Discover the incredible diversity in Belgium beers. Some are so unique that they transcend style descriptions! Explore the influence Belgium has had on American craft brewing in styles produced as well as creativity in the brewing process. Understand the beer list for a restaurant or local store featuring Belgium beer.

# XC0-129 | \$56 (includes fees: \$46)

A2 Wed | Sept. 21 | 6–9 p.m.  
1 session | Online  
Instructor: George Humbert

### Beyond Bratwurst: Breads and Desserts

Germany has many delicious desserts and sweet treats. How are you supposed to choose? Don't! Learn to make a number of fabulous desserts and breads. Study the traditions of great German bakers to use in your own kitchen. Hands-on course.

# C00-039 | \$69 (includes fees: \$59)

A2 Tue | Nov. 15 | 6–9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Tim Norwood

### NEW! Blue Zone Cooking: Nicoya, Costa Rica

Nicoyans eat black beans pretty much every single day because they are high in antioxidants. Plantains are high in potassium, soluble fiber and carbohydrates. Papaya is rich in vitamins A, B and C and contains an enzyme that fights inflammation. Corn tortillas are typically eaten with every meal. It is believed that the combination of making tortillas and then pairing them with these other foods takes full advantage of all the nutrient goodness.

# C00-077 | \$59 (includes fees: \$49)

A2 Wed | Sept. 14 | 6–9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Greg Hutsell

### NEW! Blue Zone Cooking: Ikaria, Greece

Ikarians eat a variation of the Mediterranean diet, with lots of fruits and vegetables, whole grains, beans, potatoes and olive oil. This way of eating includes fresh, nutrient-rich, whole foods that may reduce inflammation in the body. The diet also contains fiber, antioxidants and healthy fats such as omega-3s. Ikarians focus on local produce. With more than 150 varieties of wild greens all over the island, there is plenty for the picking.

# C00-078 | \$59 (includes fees: \$49)

A2 Wed | Oct. 5 | 6–9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Greg Hutsell

### Pan Sauces

Drizzling a silky reduction over a perfect cut of meat is exciting and easier than you think. Learn the tips and tricks from a chef. Pick the sauce that fits your meal, stir it up at the right temperature and for the right amount of time. Miss the pitfalls that stump most home cooks. Pan sauce made simple and fast. You can make a restaurant worthy pan sauce in just minutes. Hands-on course.

# C00-042 | \$74 (includes fees: \$64)

A2 Tue | Nov. 1 | 6–9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Tim Norwood

### Tapas & Pintxos of Spain

Big bold flavor in a small package, tapas and pintxos are both elegant and practical. Whether you want to reduce your portion size, reproduce traditional Spanish tapas or create a sophisticated social gathering, these miniature servings pack a lively punch. Discover the ingredients that provide unique flavor. Hands-on course.

# C00-056 | \$69 (includes fees: \$59)

A2 Wed | Oct. 26 | 6–9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Tim Norwood



## Tea From Plant to Cup

Grow your tea knowledge as we discuss the cultivation and health benefits of the tea plant. Revel in tea-tastings including white, green, oolong, herbal infusions and more. Take home ideas on tea and food pairings to create delicious meals and treats.

# C00-051 | \$88 (includes fees: \$78)

A2 Thu | Oct. 6 – 20 | 7 – 9 p.m.  
3 sessions | Main Campus  
Instructor: Lora Andrews

## Thai Curries

Thai curry, a truly exquisite dish, can be enjoyed by palates of all variety. Practice the delicate balance of herbs and spices, meat and vegetables, sauces and succulents. Enjoy contrasting flavors such as the delicate cucumber with the pungent chili, or sweet chili with the sour of lime.

# C00-016 | \$64 (includes fees: \$54)

A2 Wed | Nov. 30 | 6 – 9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Greg Hutsell

## Secrets of Spices

Acquire skills to properly match spices with dishes. Indulge your senses in a hands-on experience with spices from around the world. Learn how to maximize flavor and prepare spice combinations. Discover how the right spices can make your regular dinner routine irresistible.

# C00-052 | \$59 (includes fees: \$49)

A2 Wed | Sept. 28 | 6 – 9 p.m.  
1 session | Carroll County Career & Tech Center  
Instructor: Greg Hutsell

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## HISTORY, CULTURE & WORLD VIEW

### Cold War America, 1945-1991

Survey politics, society and culture in the United States during years defined by the nation's simmering conflict with communist regimes around the globe. Review the crises and controversies of the era that either united us in confidence or divided us in uncertainty, with an emphasis on the ways the bi-polar world order that emerged after World War II established parameters for the American way of life that have outlasted the Soviet Union. Co-listed with credit.

# PDE-931 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 30 – Dec. 8\* | 12:30 – 1:50 p.m.  
29 sessions | Main Campus  
Instructor: Robert Young  
\*No class 11/24

### 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 the South, the partisan debates leading to the American Civil War, the war itself, and the shattering impact on the country culminating with the reconstruction of the Union. Co-listed with credit.

# HCW-092 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 30 – Dec. 8\* | 2 – 3:20 p.m.  
29 sessions | Main Campus  
Instructor: Katherine Fanning  
\*No class 11/24

### NEW! Lebanon, Middle East and the Mesmerizing Culture

Discover the Middle East from a native of Lebanon. We are in an era where people from different countries live in one neighborhood. We can learn and understand more about each other and get closer as a one family. Discuss the countries of the Middle East in general terms as well as going in depth on the country of Lebanon.

# HCW-114 | \$40 (includes fees: \$30)

A2 Mon | Oct. 17 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Hani Jardaly

### Maryland in the American Revolution

According to popular belief, George Washington gave Maryland the nickname Old Line State because of its role in the American Revolution. But why? Meet some of the major players and personalities and discover the "average" Marylander. Explore Maryland's participation in the fight for American independence and the Revolution's impact on the state.

# HCW-071 | \$49 (includes fees: \$39)

A2 Tue | Nov. 8 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Derrick Lapp

### Selecting America's Presidents: The Road From Washington to Biden

For more than 200 years, the United States has held quadrennial presidential elections in both peacetime and war. Yet some of us ask, "Is this any way to select our leader?" No other nation does it the way we do. Trace how our unique system evolved through four distinct eras: the first- and second-party systems era; the political bosses and machines era; the expanding suffrage and expanding media power era; and the modern era dominated by debates, 24-hour cable news and social media. Learn what has changed and what hasn't. Share ideas on how to make the process better!

# HCW-115 | \$109 (includes fees: \$99)

A2 Sept. 28 – Oct. 26\* | 4 sessions  
Wed | Sept. 28 – Oct. 26 | 6 – 8 p.m.  
Main Campus  
Instructor: Robert Young  
\*No class 10/5



## Was the Wild West Really Wild?

The Wild West has a special place in the mythology of the U.S. Even though the frontier closed in 1890, the story of Westward Expansion has captured the imagination of the nation. Like all creation stories, there is a fine line between the myth and the reality of the American West. Examine three famous frontier figures and determine where their history ends and their mythology begins.

# HCW-108 | \$49 (includes fees: \$39)

A2 Tue | Oct. 11 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Judy Morley

## Women and the American Revolution

Abigail Adams admonished her husband John to “remember the ladies” when declaring America’s independence and creating a new nation. Explore the roles women played in the American Revolution from the earliest protests and boycotts to the American victory at Yorktown – from women propagandists, poets and fund-raisers, to the thousands of women who traveled with the army, to the future first lady who risked it all for the cause of liberty.

# HCW-064 | \$49 (includes fees: \$39)

A2 Tue | Nov. 15 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Derrick Lapp

## Women in the Civil War

For every male general, there was a small army of women supporting the war effort, from gathering intelligence to nursing to restoring order. Once the armies left, women came behind them to put the pieces back together. Look at the history of three women whose stories and contributions during the Civil War were every bit as valuable as their male counterparts, but whose stories have been largely overlooked.

# HCW-109 | \$49 (includes fees: \$39)

A2 Tue | Sept. 27 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Judy Morley

## LECTURE SERIES WITH DAVID BOOZ

### The Assassination of President John F. Kennedy

On November 22, 1963, President John F. Kennedy was shot in Dallas, Texas. JFK captured the hearts and minds of many Americans during his short presidency known as Camelot. What really happened? Will we ever know for sure? Discuss what events led up to the assassination, the actual murder and the immediate reactions. Bring your memories if you have them!

# HCW-067 | \$49 (includes fees: \$39)

A2 Thu | Sept. 22 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: David Booz

### The Atlanta Campaign

In 1864 General U.S. Grant was appointed to lead all of the Union armies. He coordinated and led a massive assault on the Confederacy. One part of his plan was to attack Atlanta, Georgia, and destroy the Confederates’ ability to defend the state of Georgia. William T. Sherman led the campaign and matched wits with Confederate generals Joe Johnston and John Bell Hood in one of the most important campaigns of the war. Look at the fighting in the spring and summer of 1864, the capture of Atlanta, the destruction of a large part of the city and the significance of this campaign. See if *Gone With The Wind* got the fall of Atlanta right!

# HCW-097 | \$49 (includes fees: \$39)

A2 Thu | Oct. 20 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: David Booz

## Day Three At Gettysburg

This day is one of the most famous days in the Civil War. Some authors have called it “the high tide of the Confederacy.” How close did the Confederates come to victory at Gettysburg? Examine the fighting on July 3, 1863 and see if the Confederates were close to victory or if it was a hopeless fight. Did the Union army fight its best fight of the war at Gettysburg? Delve in and see if we can find the answers.

# HCW-113 | \$49 (includes fees: \$39)

A2 Thu | Nov. 17 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: David Booz

## WORLD VIEW

### BANNED BOOK SERIES

*Register for all three sessions in Banned Book Series, or take them individually.*

### Banned Book Series

Books unite us; censorship divides us. Each session features a book or collection of short books targeted with removal or restriction in libraries or schools. Critique a banned book and discuss censorship issues. Join all three sessions or pick the ones that interest you most. Students are encouraged to read or re-read prior to class to improve discussion.

# HCW-024 | \$99 (includes fees: \$89)

A2 Wed | Sept. 7 – Nov. 9 | 6 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Emily Hampton-Haynes



### NEW! Banned Books - "George" (Melissa's Story) by Alex Gino

Appearing on American Library Association's 10 Most Challenged Books list since 2016, *George* stars a transgender fourth grader struggling to be herself to the rest of the world. Objections cited sexual references and conflict with "traditional family structure" with some saying schools and libraries should not "put books in a child's hand that require discussion."

# HCW-110 | \$44 (includes fees: \$34)

A2 Wed | Sept. 7 | 6–8:30 p.m.  
1 session | Main Campus  
Instructor: Emily Hampton-Haynes

### NEW! Banned Books - Children's Books

*And Tango Makes Three* (Justin Richardson & Peter Parnell), *I Am Jazz* (Jazz Jennings), *Prince & Knight* (Daniel Haack), *Something Happened in Our Town: A Child's Story About Racial Injustice* (Jessica Herthel). Parents challenge books more often than any other group. Join the discussion of several children's and picture books that have been the subject of bans over recent years. These books are short and will be read together in class. Library copies will be available during class.

# HCW-111 | \$44 (includes fees: \$34)

A2 Wed | Oct. 5 | 6–8:30 p.m.  
1 session | Main Campus  
Instructor: Emily Hampton-Haynes

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### NEW! Banned Books - The Complete Maus: A Survivor's Tale by Art Spiegelman

A Pulitzer Prize winner, this 1991 graphic novel blends art and autobiography to depict the harrowing experiences of the author's father during the Holocaust. This story of survival and trauma was removed from a Tennessee 8th grade curriculum as recently as January 2022.

# HCW-112 | \$44 (includes fees: \$34)

A2 Wed | Nov. 9 | 6–8:30 p.m.  
1 session | Main Campus  
Instructor: Emily Hampton-Haynes

## CLIMATE

### Understanding Climate Change

Have you ever wondered how scientists understand and evaluate the data about the climate? The climate is in the news and popular press can seem overwhelming. Get answers to your questions. Discover how scientists collect information. Explore how the data from ice cores along with atmospheric and oceanic studies help scientists to understand past climate changes and model the future climate.

# HCW-061 | \$49 (includes fees: \$39)

A2 Thu | Oct. 6 | 6–9 p.m.  
1 session | Main Campus  
Instructor: Mona Becker

### Climate Change and the Mid-Atlantic

Rising global temperature affects parts of the world differently. Focus on the impact of future climate change in the mid-Atlantic region. Analyze temperature and precipitation changes, severe weather and their consequences. Discuss how we can prepare for climate change in our area.

# HCW-062 | \$49 (includes fees: \$39)

A2 Thu | Nov. 3 | 6–9 p.m.  
1 session | Main Campus  
Instructor: Mona Becker

### Environmental Justice and Climate Change

As the climate changes, more and more individuals will be displaced. Large-scale human migration will happen not only globally, but also internally. By 2050, more than 800 million people could experience seriously diminished living conditions. How can we as humans ensure that those affected by climate change are legally protected?

# HCW-063 | \$49 (includes fees: \$39)

A2 Thu | Dec. 1 | 6–9 p.m.  
1 session | Main Campus  
Instructor: Mona Becker

## WORLD VIEW

### NEW! Collage of Jazz

Art and music often have much in common. Artist Romare Bearden paid homage to music in his pictures by illustrating his love of Jazz. He explored the medium of collage which, like jazz, transforms one thing into another. Study the jazz and make the collage that Bearden loved. Musicologist Robin Armstrong will begin the day exploring the sounds of jazz that Bearden loved the most. In the afternoon, artist Sarah Abel DeLuca will teach the techniques of collage. See what collage and jazz have in common and why they were both so important to Romare Bearden.

# HCW-095 | \$85 (includes fees: \$75)

A2 Sat | Oct. 1 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructors: Robin Armstrong, Sarah Abel-DeLuca

### A Course in Gender

Discuss the meaning of gender and gender identities. Clarify your own understanding of how gender socialization has impacted you, and how gender is embedded in key societal institutions.

# HCW-098 | \$49 (includes fees: \$39)

A2 Fri | Sept. 30 | 1–4 p.m.  
1 session | Main Campus  
Instructor: Eric Hess





## Contemporary Issues in Social Justice

Evaluate classic theories of justice and those from marginalized groups. Extend theories to institutionalized forms of racial and gender discrimination; economic inequity and poverty; systemic disparities in access to health care, education and other social goods; the legal status and treatment of immigrants, migrants, asylum seekers and refugees; and the impact of globalization and environmental issues on social equity. Co-listed with credit.

# HCW-073 | \$454 (includes fees: \$35) plus text

**A1B** Mon, Wed | Aug. 29 – Dec. 7\* | 2 – 3:20 p.m.  
28 sessions | Main Campus  
Instructor: Donald Hoepfer  
\*No class 9/5, 11/23

## Death and Dying

Take an in-depth and interdisciplinary approach to the study of death and dying. Explore this final stage of development from various perspectives, cultures and spiritual realms. Focus on the dying process, death rituals, the grieving process, bereavement practices, and theories and beliefs regarding the afterlife. Co-listed with credit.

# PDE-104 | \$454 (includes fees: \$35) plus text

**A1B** Wed | Aug. 31 – Dec. 7\* | 12:30 – 1:50 p.m.  
14 sessions | Online  
Instructor: Donald Hoepfer  
\*No class 11/23

## Ethics

Engage in critical examination of values through the careful exploration of the views of classic and contemporary moral philosophers. Explore a variety of moral issues including those that are well known and controversial and those that are often overlooked yet relevant. Raise awareness about, and refine our capacity to act effectively in, our roles as moral agents. Co-listed with credit.

# PDE-083 | \$454 (includes fees: \$35) plus text

**A1B** Mon, Wed | Aug. 29 – Dec. 7\* | 12:30 – 1:50 p.m.  
28 sessions | Main Campus,  
Instructor: Donald Hoepfer  
\*No class 9/5, 11/23

## Gender in Society

Explore the ways gender and gender roles are expressed, influenced and portrayed through sociological and psychological frameworks. Critically analyze the intersection of gender and gender expression, and explore potential links between sexuality and gender. Co-listed with credit.

# HCW-093 | \$454 (includes fees: \$35)

**A2** Thu | Sept. 15 – Dec. 8\* | 12:30 – 1:50 p.m.  
12 sessions | Main Campus  
Instructor: Eric Hess  
\*No class 11/24

## Introduction to Philosophy

Join us in the critical and open activity of philosophical inquiry. Philosophy is an on-going conversation that explores who we are, what our world is and how we are to act toward the world. Read and discuss contributions to that conversation by classic and contemporary philosophers for the purpose of seeing how these people engaged questions that have real applications to us and to see how their thoughts shaped or prod at our lives today. Critique the contributions made by these philosophers and critique your own ideas and worldviews. Co-listed with credit.

# PDE-082 | \$454 (includes fees: \$35) plus text

**A1B** Mon, Wed | Aug. 29 – Dec. 7\* | 9:30 – 10:50 a.m.  
28 sessions | Main Campus  
Instructor: Sarah Star  
\*No class 9/5, 11/23

## The Politics of Education

In this broad overview, review major political issues affecting K-12 and higher education. Topics are likely to include race, gender, sexual identity, sex education and current political issues affecting education. Policies and politicians affecting such topics will also be discussed.

# HCW-094 | \$49 (includes fees: \$39)

**A2** Fri | Sept. 16 | 1 – 4 p.m.  
1 session | Main Campus  
Instructor: Eric Hess

## Practical Logic

Explore the fundamentals of human reasoning with an emphasis on critical thinking in everyday situations. Analyze the elements of rational argument, the role of language and subjective factors in good (and poor) reasoning, and the requirements for cogent argument. Identify fallacies in everyday arguments such as those encountered in conversation, advertising, political campaigns and media spin, in following a deductive path of inference, and in constructing arguments. Co-listed with credit.

# PDE-095 | \$454 (includes fees: \$35)

**A1** Tue, Thu | Aug. 30 – Dec. 8\* | 2 – 3:20 p.m.  
29 sessions | Main Campus  
Instructor: Donald Hoepfer  
\*No class 11/24

## The Rolling Stones, Altamont and the Death of the Sixties

The Rolling Stones were part of the first wave of the British Invasion that swept across the U.S. Explore how and why the group came to be, look at the highs and lows of the band during the 1960s, and the impact the Stones had on both the music of the time and an attitude that still permeates. Discuss their doomed and tragic free concert at Altamont Speedway.

# PDE-075 | \$454 (includes fees: \$35)

**A2** Thu | Oct. 6 – 20 | 6:30 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Paul Ruehs

## Social Psychology

Examine social influences on individual and group behavior. Topics include perception of people and events, attitudes and persuasion, social relationships, altruism and aggression. Co-listed with credit.

# PDE-103 | \$454 (includes fees: \$35) plus text

**A1B** Tue, Thu | Aug. 30 – Dec. 8\*  
11 a.m. – 12:20 p.m.  
29 sessions | Main Campus  
Instructor: Monica Zioli  
\*No class 11/24



## HOME & HOBBY

### Genealogy: Getting Started

Genealogy can feel overwhelming. Learn how to conduct quality research to establish a solid beginning. Understand how to get the most out of “free” websites. Determine what information is reputable and learn how to manage your project when you hit a snag. Discuss resources that are not online and how to use them efficiently.

# LPC-008 | \$62 (includes fees: \$52)

A2 Fri | Sept. 16 & 23 | 1–3 p.m.  
2 sessions | Main Campus  
Instructor: Nancy Waters

### NEW! Researching Genealogy in Maryland

Maryland is rich in resources for beginning and seasoned genealogical researchers. Discover the multitude of repositories for both online and site-visit research. Experience a brief overview of early Maryland parishes and hundreds and county formations. Gain a better understanding of where records are located and how to use them.

# LPC-009 | \$62 (includes fees: \$52)

A2 Fri | Sept. 30 & Oct. 7 | 1–3 p.m.  
2 sessions | Main Campus  
Instructor: Nancy Waters

### Executor in Maryland

The role of the executor (personal representative) in Maryland is explained. Define the role and responsibilities of an executor. Understand the legal issues and discuss how to select professionals to help. Take away tips for locating and organizing paperwork and creating an action plan. Demystify the role of executor.

# PDE-100 | \$62 (includes fees: \$52)

A2 Mon, Wed | Oct. 24 & 26 | 6–9 p.m.  
2 sessions | Main Campus  
Instructor: Marcy Gouge

### The Frugal Retiree: Having the Retired Life You Dreamed About

Many people fear that they will not be able to fund the retirement life they have dreamed about while waiting to retire. Learn how to find the joy in retirement life, despite financial worries. This is not a financial investment class but rather an opportunity to explore ideas and understand how cultural norms, politics and life decisions impact emotional and financial security for retirement.

# HCW-106 | \$55 (includes fees: \$45)

A2 Tue, Thu | Nov. 8 & 10 | 6–8 p.m.  
2 sessions | Main Campus  
Instructor: Marcy Gouge

### NEW! Putting Your Garden to Bed

Get your garden ready for the winter. A general garden cleanup in the fall will reduce your workload in the spring. Get specific ideas for all types of plants and plantings. Removing plants or debris with a disease or pest problem ensures that your garden remains healthy over the winter while dreaming of spring.

# LPC-016 | \$55 (includes fees: \$45)

A2 Thu | Oct. 6 | 6:30–9:30 p.m.  
1 session | Main Campus  
Instructor: Laura O’Callaghan

### Stocks, Bonds, and Investing: Oh My!



Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

# FIN-089 | \$129 (includes fees: \$105)

A2 Online Sept. 14–Oct. 21

B2 Online Oct. 12–Nov. 18

C2 Online Nov. 16–Dec. 23

D2 Online Dec. 14–Jan. 20

## LANGUAGES

### ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

# FLC-202 | \$159 (includes fees: \$30) plus text

A2B Thu | Sept. 1–Oct. 6 | 6–8:30 p.m.  
6 sessions | Main Campus  
Instructor: Rebekah Krolus-Scheffel

### ASL- Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

# FLC-248 | \$159 (includes fees: \$30) plus text

A2BP Thu | Oct. 13–Nov. 17 | 6–8:30 p.m.  
6 sessions | Main Campus  
Instructor: Rebekah Krolus-Scheffel

### Speed Spanish 🇪🇸

This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. “Que Bueno!

# FLC-164 | \$129 (includes fees: \$105)

A2 Online Sept. 14–Oct. 21

B2 Online Oct. 12–Nov. 18

C2 Online Nov. 16–Dec. 23

D2 Online Dec. 14–Jan. 20

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## MOTORCYCLE & PERSONAL SAFETY

### HAND GUN QUALIFICATION

#### Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction that includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional fee: Essential Support Service (ESS) will be on-sight to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

# PDE-080 | \$135 (includes fees: \$110)

B1T Tue | Aug. 16 | 5:45 – 10 p.m.  
1 session | Main Campus

A2T Tue | Sept. 6 | 5:45 – 10 p.m.  
1 session | Main Campus

B2T Sat | Oct. 8 | 8 a.m. – 12:15 p.m.  
1 session | Main Campus

C2T Tue | Nov. 8 | 5:45 – 10 p.m.  
1 session | Main Campus

D2T Thu | Dec. 8 | 5:45 – 10 p.m.  
1 session | Main Campus

### MOTORCYCLE SAFETY

#### Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience, this course includes a classroom component, an online component and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

# TRA-044 | \$309 (includes fees: \$125)

D1 Aug. 24 – 26 | 3 sessions

Wed | Aug. 24 | 9 a.m. – 1 p.m.

Main Campus

Thu, Fri | Aug. 25 & 26 | 8 a.m. – 2:30 p.m.

Parking Lot

A2 Sept. 7 – 11 | 3 sessions

Wed | Sept. 7 | 6 – 10 p.m.

Main Campus

Sat, Sun | Sept. 10 & 11 | 8 a.m. – 2:30 p.m.

Parking Lot

B2 Sept. 14 – 18 | 3 sessions

Wed | Sept. 14 | 6 – 10 p.m.

Main Campus

Sat, Sun | Sept. 17 & 18 | 8 a.m. – 2:30 p.m.

Parking Lot

C2 Sept. 21 – 25 | 3 sessions

Wed | Sept. 21 | 6 – 10 p.m.

Main Campus

Sat, Sun | Sept. 24 & 25 | 8 a.m. – 2:30 p.m.

Parking Lot

D2 Sept. 28 – Oct. 2 | 3 sessions

Wed | Sept. 28 | 6 – 10 p.m.

Main Campus

Sat, Sun | Oct. 1 & 2 | 8 a.m. – 2:30 p.m.

Parking Lot

F2 Oct. 19 – 23 | 3 sessions

Wed | Oct. 19 | 6 – 10 p.m.

Main Campus

Sat, Sun | Oct. 22 & 23 | 8 a.m. – 2:30 p.m.

Parking Lot

G2 Oct. 26 – 30 | 3 sessions

Wed | Oct. 26 | 6 – 10 p.m.

Main Campus

Sat, Sun | Oct. 29 & 30 | 8 a.m. – 2:30 p.m.

Parking Lot

H2 Nov. 2 – 6 | 3 sessions

Wed | Nov. 2 | 6 – 10 p.m.

Main Campus

Sat, Sun | Nov. 5 & 6 | 8 a.m. – 2:30 p.m.

Parking Lot

## Motorcycle Safety

Get Ready to Ride...



COURSES OFFERED  
APRIL – NOVEMBER

#### Basic Motorcycle Safety (BRC)

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

#### NEW! Basic RiderCourse 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.

#### ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



Visit  
[www.carrollcc.edu/motorcycle](http://www.carrollcc.edu/motorcycle)  
for details and class dates.



## ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older.

# TRA-058 | \$185 (includes fees: \$162)

A2 Fri | Sept. 16 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

B2 Fri | Oct. 21 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

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## Basic RiderCourse 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions  
to use a college motorcycle:

# TRA-060 | \$279 (includes fees: \$124)

B1 Fri | Aug. 19 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

A2 Fri | Sept. 9 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

B2 Fri | Oct. 14 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

Register for these sessions  
to use your own motorcycle:

# TRA-060 | \$229 (includes fees: \$74)

B1CYCFri | Aug. 19 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

A2CYCFri | Sept. 9 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

B2CYCFri | Oct. 14 | 8 a.m. – 5 p.m.  
1 session | Parking Lot

## PERSONAL SAFETY

### 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 avoid, escape and survive assaults. You are your best defense.

# XXZ-340 | \$49 (includes fees: \$39)

A2 Wed | Sept. 14 | 6 – 9 p.m.  
1 session | Main Campus

### Self Defense and Situational Awareness

Situational awareness is a key factor in daily survival. Many people do not realize how vulnerable they are doing a normal activity such as grocery shopping. Learn to avoid the careless errors that compromise your safety. Topics include mental preparedness, home security, physical security and personal protection. Don't be an easy target.

# SFT-003 | \$49 (includes fees: \$39)

A2 Wed | Oct. 12 | 6 – 9 p.m.  
1 session | Main Campus

## MUSIC

### APPLIED MUSIC INDIVIDUAL LESSONS

*The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele, voice and more.*

### Applied Music Lessons – 30 Minutes

# MSC-008 | \$370 (includes fees: \$360)

A1 Mon | Aug. 29 – Dec. 5\*  
14 sessions | Main Campus  
To be scheduled individually  
\*No class 9/5





## Applied Music Lessons – One Hour

# MSC-010 | \$725 (includes fees: \$715)

A1 Mon | Aug. 29 – Dec. 5\*  
14 sessions | Main Campus  
To be scheduled individually  
\*No class 9/5

## Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Alfred's Basic Adult Piano Course, Level 1 Lesson Book. (Available in local music stores or through Amazon, but not CCC Bookstore.)

# MSC-036 | \$105 (includes fees: \$95) plus text

A2B Fri | Sept. 16 – Nov. 18 | 9 – 10 a.m.  
10 sessions | Main Campus  
Instructor: Kathy Novalis

## Class Piano for Adults - Continuing II

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Alfred's Basic Adult Piano Course Level 1, later the class transitions into Alfred's Basic Adult Piano Course, Level 2. (Available in local music stores or through Amazon, but not CCC Bookstore.)

# MSC-037 | \$105 (includes fees: \$95) plus text

A2B Fri | Sept. 16 – Nov. 18 | 10 – 11 a.m.  
10 sessions | Main Campus  
Instructor: Kathy Novalis

## Class Piano for Adults: Accelerated Beginner

Continue to work through the Alfred's Basic Adult Piano Course, Level 2 and Level 3 (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading.

# XXZ-482 | \$105 (includes fees: \$95) plus text

A2B Fri | Sept. 16 – Nov. 18 | 10 – 11 a.m.  
10 sessions | Main Campus  
Instructor: Kathy Novalis

## Fundamentals of Music

A general introduction to reading and writing music. Elements of music, notation and terminology, theory, scale formation, triads, chords and their inversions, sight-singing, ear training and an introduction to the keyboard are included. Co-listed with credit.

# MSC-005 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 30 – Dec. 8\*  
11 a.m. – 12:20 p.m.  
29 sessions | Main Campus  
\*No class 11/24

## NEW! Cover Band

Musical fun and group jam sessions are here! Learn tips and tricks to learn songs quickly and optimize rehearsal time. No worries, no pressure; just relaxed instruction in a supportive environment. Organized jam sessions are a great way to get back into playing music. Students must have their own instrument.

# MSC-062 | \$125 (includes fees: \$115)

A2 Thu | Oct. 27 – Dec. 8\* | 6 – 8:30 p.m.  
6 sessions | Main Campus  
Instructor: John Knoll  
\*No class 11/24

## Jazz Combo

Jazz Combo examines various jazz pieces selected from the existing literature, which may include cool, swing, hard bop, bossa, Latin, samba, funk/rock and other styles. Co-listed with credit.

# XXZ-110 | \$60 (includes fees: \$50)

A1 Tue | Aug. 30 – Dec. 13 | 9 – 11 a.m.  
16 sessions | Main Campus

## NEW! Inspired Songwriting

Learn the craft behind the song. Express yourself musically and lyrically in effective ways. Create ways to work through writer's block or the loss of inspiration. Work in a supportive environment where you will find collaborators and an audience for the music inside you.

# MSC-016 | \$135 (includes fees: \$125)

A2 Tue, Thu | Sept. 13 – 22 | 7 – 9 p.m.  
4 sessions | Main Campus  
Instructor: Athena Hiotis

## NEW! Stress Free Guitar

Fun and stress-free guitar learning for adults is here! No worries, no pressure, just relaxed guitar instruction in a supportive environment. Love for the guitar is the only prerequisite. Your instructor is well acquainted with performance anxiety. Overcome physical discomfort by learning how to play through dry mouth, racing heart and shaking hands. You can even enroll, attend and decide not to play at any time with no pressure or consequence. It's all good in this class!

# MSC-061 | \$125 (includes fees: \$115)

A2 Thu | Sept. 8 – Oct. 13 | 6 – 8:30 p.m.  
6 sessions | Main Campus  
Instructor: John Knoll

## WORLD MUSIC SERIES

Register for all three classes in World Music Series, or take them individually.

## NEW! World Music Series

Travel the world through music! Listen to the music of other countries and cultures while learning about its history and context and why it sounds the way it does. Three sessions cover Indian, African and Native American music.

# MSC-059 | \$75 (includes fees: \$65)

A2 Mon | Oct. 10 – 24 | 6 – 8 p.m.  
3 sessions | Main Campus  
Instructor: Robin Armstrong

## NEW! World Music: Music of India

The music of India includes classical and popular, sacred and Bollywood. Music traditions, including Hindustani music and Carnatic, have histories spanning millennia, with origins in some of the world's oldest religious texts. Bollywood is 100 years old and outstrips our own Hollywood in size and scope. Hear how the classical influences the popular in one of the world's most populist countries.

# MSC-056 | \$39 (includes fees: \$29)

A2 Mon | Oct. 10 | 6 – 8 p.m.  
1 session | Main Campus  
Instructor: Robin Armstrong



## NEW! World Music: African Music

Africa, a vast continent, is ancient, rich and diverse. Its many cultures and countries have distinct types of religious and non-religious musical styles for rituals, dancing and passing down histories. So fundamentally important are the musical styles of Africa that they have influenced music all over the world. Hear how the traditional cultures have created the popular music in Africa and in the Americas.

# MSC-057 | \$39 (includes fees: \$29)

A2 Mon | Oct. 17 | 6–8 p.m.  
1 session | Main Campus  
Instructor: Robin Armstrong

## NEW! World Music: Native American Music

Music that is used, created or performed by indigenous peoples of the Americas is both traditional and contemporary, sacred and secular, private and public, and enormously varied. Hear how ancient traditions live on in tribal, intertribal and commercially popular songs on the radio and YouTube.

# MSC-058 | \$39 (includes fees: \$29)

A2 Mon | Oct. 24 | 6–8 p.m.  
1 session | Main Campus  
Instructor: Robin Armstrong

## ENSEMBLES

### Guitar Ensemble

Guitar Ensemble provides guitarists with ensemble and performance experience. Repertoire includes classical, jazz, rock and blues styles arranged in guitar ensemble format. A repertoire of varied selections is prepared for College and public performances.

# XXZ-554 | \$60 (includes fees: \$50)

A1P Mon | Aug. 29 – Dec. 12\* | 5–7 p.m.  
15 sessions | Main Campus  
\*No class 9/5

### Rock 'N' Roll Ensemble

Rock 'N' Roll Ensemble is a group organized to provide experience for students and community members in performing rock and roll music. The group is made up of four to seven musicians from the standard rock band instrumentation as well as vocalists.

# XXZ-995 | \$60 (includes fees: \$50)

A1P Mon | Aug. 29 – Dec. 12\* | 5–7 p.m.  
15 sessions | Main Campus  
\*No class 9/5

B1P Wed | Aug. 31 – Dec. 14\* | 5–7 p.m.  
15 sessions | Main Campus  
\*No class 11/23

### Advanced Rock 'N' Roll Ensemble

To audition, contact the Performing Arts Office at 410-386-8575.

# MSC-054 | \$60 (includes fees: \$50)

A1P Tue | Aug. 30 – Dec. 13 | 5–7 p.m.  
16 sessions | Main Campus

### Vocal Chamber Ensemble

Vocal Chamber Ensemble gives the student an opportunity to explore and perform a diverse body of vocal repertoire in a small ensemble setting. A program of varied selections is prepared for a college performance at the end of each semester.

# MSC-055 | \$60 (includes fees: \$50)

A1P Mon | Aug. 29 – Dec. 12\* | 2–4 p.m.  
15 sessions | Main Campus  
\*No class 9/5

## PHOTOGRAPHY

### Operating Your Digital Camera

So you've switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

# XXZ-358 | \$49 (includes fees: \$39)

A1 Wed | Aug. 31 | 6–9 p.m.  
1 session | Main Campus  
Instructor: Walter Calahan

A2 Tue | Sept. 13 | 6–9 p.m.  
1 session | Main Campus  
Instructor: Daniel Humphries-Russ

B2 Sat | Sept. 17 | 9 a.m. – 12 p.m.  
1 session | Main Campus  
Instructor: Walter Calahan

### Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

# XXZ-566 | \$164 (includes fees: \$154)

A2P Tue | Sept. 20 – Nov. 1 | 7–9 p.m.  
7 sessions | Main Campus  
Instructor: Daniel Humphries-Russ



## Crafting the Photograph: Level 2

Take your photos to the next level. Learn how and when to go beyond basic camera techniques to create accomplished photographs of people, animals, landscapes, plants and still life. Explore depth of field, shutter speed, filters, lenses and more. Bring your loaded single lens reflex (SLR) digital or 35mm film camera to each class. Prerequisites: Crafting the Photograph: Level 1, or a basic photography class or experience with an adjustable camera.

# XXZ-586 | \$120 (includes fees: \$110)

A2P Wed | Nov. 9 – Dec. 14\* | 7 – 9 p.m.  
5 sessions | Main Campus  
Instructor: Walter Calahan  
\*No class 11/23

## Available Light Photography

Learn to take pictures without a flash at concerts, sporting events, by candlelight, of fireworks or holiday lights. Use your digital camera in this hands-on class to explore: lens speed, apertures, shutter speeds and ISO, and other settings where a flash just won't work. Take photos in and out of the classroom. Returning students welcome. Bring your digital camera, manual and charged battery. Tripods welcome but not necessary. Prerequisite: Operating Your Digital Camera.

# XXZ-201 | \$65 (includes fees: \$55)

A2P Tue | Nov. 15 & 22 | 6:30 – 9 p.m.  
2 sessions | Main Campus  
Instructor: Daniel Humphries-Russ

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## Cell Phone Photography

Cell phones and tablets are changing the face of photography. Whether Apple or Android, beginner or experienced, understand the limits and capture an image with light, focus and composition. Demystify settings for panoramic, low light and HDR. Discover alternative camera apps to increase your fun and artistic expressions. Bring your own cell phone and wear comfortable walking shoes to travel around the campus trying what you've learned. Instructor: Walt Calahan

# XXZ-893 | \$69 (includes fees: \$59)

A2 Wed | Sept. 21 & 28 | 6:30 – 9:30 p.m.  
2 sessions | Main Campus  
Instructor: Walter Calahan

## Lightroom CC: The Digital Darkroom

Get started with Lightroom whether you are an amateur photographer or a pro. Follow a photographer's work flow from importing photos and managing them in the library to editing and correcting photos. Explore ways to share and print your amazing images with this software. Bring an 8 to 16 GB USB flash drive to each class to store your photos. A free trial version of Lightroom 5 can be uploaded to your computer at home. Prerequisite: Operating Your Digital Camera.

# PHO-005 | \$120 (includes fees: \$110)

A2P Sat | Sept. 24 – Oct. 15 | 8:30 – 11 a.m.  
4 sessions | Main Campus  
Instructor: Walter Calahan

## Nikon DSLR: Set-up 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 the Digital Camera.

# XXZ-588 | \$45 (includes fees: \$35)

A2 Tue | Sept. 6 | 6:30 – 9 p.m.  
1 session | Main Campus  
Instructor: Daniel Humphries-Russ

## Understanding Your Canon Camera

Learn the features and functions of your Canon camera including displays, menus, buttons and dials. Learn to navigate menus, customize your camera and fine-tune exposure controls to create wonderful photos. Bring your camera, user's manual, formatted memory card and a charged battery to class. For Canon cameras only. Prerequisite: Operating your Digital Camera

# PHO-007 | \$49 (includes fees: \$39)

A2 Wed | Oct. 5 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Walter Calahan

## Understanding Your Sony Camera

Learn the features and functions of your Sony camera including displays, menus, buttons and dials. Learn to navigate menus, customize your camera and fine-tune exposure controls to create wonderful photos. Bring your camera, user's manual, formatted memory card and a charged battery to class. For Sony cameras only. Prerequisite: Operating your Digital Camera

# PHO-009 | \$49 (includes fees: \$39)

A2 Wed | Oct. 19 | 6:30 – 9:30 p.m.  
1 session | Main Campus  
Instructor: Walter Calahan



# Cool Classes 2gether

Learn, laugh and spend quality time with your pre-teen or teenager!

**Fun, interactive classes for a parent — or grandparent, aunt, uncle or godparent — and child. Course cost includes one adult and one child ages 9 – 15.**

## Hands-On Ceramics



Working with clay is truly a hands-on experience. Build different forms from scratch out of clay. Learn how to use pinching, coiling or slabbing to create useful and decorative ceramics. Make a bowl, cup or dish with your favorite technique. Pick up your finished masterpieces a few weeks after class. Course cost includes two ceramic pieces.

Instructor: Alex Simms

DPM-079-A2G | \$174 (includes fees: \$164)

Saturday, Sept. 10 - 24, 9:30 a.m. – 12 p.m.  
(3 sessions) Main Campus

## Night Owl Prowl



Bring your family to Hashawha for a lovely night hike. Designed for beginners but all are welcome. We'll make several stops along the way to call for barred owls and check out the stars (weather permitting). Meet at the Bear Branch Nature Center at 300 John Owings Road in Westminster. Instructor: Carly Miller

ADV-022-A2GT | \$54 (includes fees: \$44)

Friday, Oct. 7, 7 – 9 p.m. | Outdoors

## Fused Together: Glass Holiday Ornaments



Create two one-of-a-kind ornaments together. Take a hammer to some glass and create holiday ornaments that are uniquely yours! Fuse it together and pick your design. No two ornaments look the same. The ornaments can be used on a tree or as decorative accents. Instructor: Cathy Trostle

DPM-078-A2G | \$99 (includes fees: \$89)

Saturday, Nov. 5, 9 a.m. – 12 p.m. | Main Campus

## Collaborate Kitchen: Holiday Desserts



Holidays mean together time in the kitchen! Create yummy desserts using the techniques of real chefs. Learn your way around the kitchen, practice your measuring skills and discover how to make delicious treats in this festively fun experience. Instructor: Tim Norwood

COO-079-A2G | \$99 (includes fees: \$89)

Wednesday, Dec. 7, 6 – 9 p.m. | Carroll County  
Career & Tech Center

Register online at [carrollcc.edu/CETRegistration](http://carrollcc.edu/CETRegistration)  
or call Continuing Education & Training at **410-386-8100**.





## TEEN COLLEGE

### NEW! Babysitter

Be a better babysitter! Prepare for those unexpected scenarios that always arise when children are involved. Learn age-specific activities, safety tips and how to handle common behaviors through hands-on practice. Become more confident in your ability to care for younger children. Certified Safe Sitter® program.

# TNC-289 | \$135 (includes fees: \$125)

A2 Sat | Sept. 17 & 24 | 9 a.m. – 2:30 p.m.  
2 sessions | Main Campus

## WELLNESS & OUTDOOR ADVENTURE

### Eating for Health

Start your week off right! Learn the why and how of plant-based nutrition. Discuss how food choices affect weight and metabolism. See how foods can fight inflammation and chronic diseases, and how different foods affect mood. If you struggle with weight, high blood pressure, diabetes, heart disease or depression, you will not want to miss this class!

# PDE-125 | \$69 (includes fees: \$59)

A2 Mon | Sept. 12 – 26 | 6:30 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Brooke Bussard

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at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

### 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.

# XXZ-862 | \$97 (includes fees: \$87)

A2 Sat | Sept. 10 – Oct. 15 | 9 – 10:30 a.m.  
6 sessions | Main Campus  
Instructor: Syeda Khan

B2 Sat | Oct. 22 – Dec. 3\* | 9 – 10:30 a.m.  
6 sessions | Main Campus  
Instructor: Syeda Khan  
\*No class 11/26

### NEW! LaBlast – Fitness Powered by Dance

This partner-free dance fitness workout is perfect for all levels from beginners to experienced dancers. You will work through a diverse mix of famous ballroom dances such as Lindy Hop, Salsa, Jive, Foxtrot and more, set to music from various genres such as pop, rock, hip-hop and country. Formerly Aerobic Dancing.

# XXQ-979 | \$140 (includes fees: \$130)

A2 Wed, Mon | Sept. 7 – Dec. 14\* | 6 – 7 p.m.  
28 sessions | Main Campus  
Instructors: Lori Maccia and Deanne Dovel  
\*No class 11/23

### NEW! Mind-Body Medicine: Tapping Into the Unconscious

Learn evidence-based healing therapies to promote optimal health in this powerful workshop which is based on the model developed by The Center for Mind-Body Medicine. Allow your unconscious mind to communicate and inspire your conscious mind using breathing, drawing, imagery and dialogue with emotion. These skills can help reduce stress and bring clarity and balance to your life.

# PDE-122 | \$45 (includes fees: \$35)

A2 Tue | Nov. 15 | 6 – 9:15 p.m.  
1 session | Main Campus  
Instructor: Susan McFadden

### 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.

8 sessions

# XXZ-155 | \$89 (includes fees: \$79)

A2 Thu | Sept. 8 – Oct. 27 | 7:15 – 8:15 p.m.  
8 sessions | Main Campus  
Instructor: William Whitenton

6 sessions

# XXZ-155 | \$60 (includes fees: \$50)

B2 Thu | Nov. 3 – Dec. 15\* | 7:15 – 8:15 p.m.  
6 sessions | Main Campus  
Instructor: William Whitenton  
\*No class 11/24

### Tai Chi: Intermediate/Advanced

Build on the basics of Tai Chi using traditional Chinese 'forms', choreographed sequences of movements, to demonstrate Tai Chi principles, martial applications, and health benefits. Intermediate students will learn a popular Yang style form, the energizing reeling silk exercises, and be introduced to 2-person push hands and other simple 2-person exercises. Advanced students will learn a Chen style form, introduction to the sword form and will practice short 2-person acts to demonstrate martial applications and refine Tai Chi movements.

8 sessions

# XXZ-156 | \$89 (includes fees: \$79)

A2P Thu | Sept. 8 – Oct. 27 | 7:30 – 8:30 p.m.  
8 sessions | Main Campus  
Instructor: Jerry Diamond

6 sessions

# XXZ-156 | \$60 (includes fees: \$50)

B2P Thu | Nov. 3 – Dec. 15\* | 7:30 – 8:30 p.m.  
6 sessions | Main Campus  
Instructor: Jerry Diamond  
\*No class 11/24



## Intro to Pickleball

Come play Pickleball!! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

# XHW-001 | \$55 (includes fees: \$45)

A1 Tue | Aug. 30 – Sept. 27 | 5:30 – 6:30 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

A2 Fri | Sept. 2 – 30 | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

## Pickleball II

Can't get enough Pickleball? Continue the excitement from Intro to Pickleball. Sharpen your skills, meet new players and have fun! Open to beginner and intermediate players who want more competitive play time.

# XHW-006 | \$55 (includes fees: \$45)

A2 Tue | Oct. 4 – Nov. 1 | 5:30 – 6:30 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

B2 Fri | Oct. 7 – Nov. 4 | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

## Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

# XHW-020 | \$55 (includes fees: \$45)

A2 Fri | Nov. 11 – Dec. 16\* | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood  
\*No class 11/25

## 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. Note: Pool class schedules subject to change without notice.

# XXZ-299 | \$133 (includes fees: \$123)

A2 Mon, Wed | Oct. 3 – Dec. 21\* | 7 – 7:45 p.m.  
24 sessions | YMCA  
\*No class 11/23, 12/21

## OUTDOOR ADVENTURE

*Our hikes are generally suitable for novice hikers who want a bit of a challenge. Most terrains will involve a moderate incline and some may have steeper sections. Hikes are generally 3 to 6 miles.*

## Geology Hikes

The natural scenery of the Northeast and Mid-Atlantic reveals a dramatic geological history. These geology hikes provide students with an overview of local trails.

# ADV-003 | \$39 (includes fees: \$29)

A2T Sat | Oct. 22 | 9 a.m. – 12 p.m.  
1 session | Patapsco State Park, Soapstone Trail  
Instructor: Eric Dougherty

B2T Sat | Nov. 12 | 9 a.m. – 12 p.m.  
1 session | Daniels, Patapsco Valley Park  
Instructor: Eric Dougherty

## Hiking in Maryland Series

Learn basic safety and hiking techniques and get in shape while exploring some of the best hiking paths and trails in the surrounding area. Discuss survival and safety techniques. Understand the terrain, path markers, weather conditions, and clothing and footwear for basic hiking. The first class meets on campus; remaining classes meet at the designated hiking location. You must attend the first class to participate in any of the hikes.

# ADV-007 | \$135 (includes fees: \$125)

A2T Sept. 21 – Oct. 15 | 5 sessions  
Wed | Sept. 21 | 6:30 – 8:30 p.m.  
Main Campus  
Sat | Sept. 24 | 9 a.m. – 12 p.m.  
Piney Run Park (3 miles)  
Sat | Oct. 1 | 9 a.m. – 12 p.m.  
Hashawha Environmental (4 miles)  
Sat | Oct. 8 | 9 a.m. – 12 p.m.  
Union Mills Reservoir Trails (4 miles)  
Sat | Oct. 15 | 9 a.m. – 12 p.m.  
Bob's Hill Trail Cunningham Park (4 miles)  
Instructor: Bud Grace

## Plant Discovery Hikes

Journey with us to learn more about the natural world and the trees growing in the Mid-Atlantic region. Identify native plants and recognize the unique biology found in our area in an easy-to-moderate meandering hike. Discuss how forests evolve and why plants grow where they do.

# ADV-008 | \$39 (includes fees: \$29)

A2T Sat | Sept. 17 | 9 a.m. – 12 p.m.  
1 session | Clyburn Arboretum, Baltimore City  
Instructor: Mark Dougherty



## WRITING

### NEW! Mindful Creativity Workshop

This is an interactive workshop using group discussion, short journaling exercises, mindfulness activities and creativity exercises.

# PWL-040 | \$31 (includes fees: \$21)

A2 Fri | Oct. 21 | 1–2:30 p.m.  
1 session | Main Campus

### A to Z Grantwriting

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

# PWL-042 | \$129 (includes fees: \$105)

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

## THE WRITER REFINES SERIES

Register for all three in *The Writer Refines Series*, or take them individually.

### NEW! The Writer Refines Series

Join us for three interactive workshops using group discussion and writing exercises to enhance story development. Discuss the importance of character, dialogue and world building. Register for the whole series for a lower cost or choose just the session you like best.

# PWL-036 | \$85 (includes fees: \$75)

A2 Tue | Sept. 20 – Oct. 4 | 6:30 – 8:30 p.m.  
3 sessions | Main Campus,  
Instructor: Jean Burgess

### NEW! The Writer Refines Character

Discuss what makes a character interesting. Explore character background and physical description. Discover the personal and psychological background of your character. Who can you create today?

# PWL-037 | \$40 (includes fees: \$30)

A2 Tue | Sept. 20 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jean Burgess

### NEW! The Writer Refines Dialogue

Discuss what makes interesting and uninteresting dialogue. Discover how to make each character sound distinct. Explore how to “show don’t tell”. Create suspense, even if you’re not writing a suspense story or novel!

# PWL-038 | \$40 (includes fees: \$30)

A2 Tue | Sept. 27 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jean Burgess

### NEW! The Writer Builds the Story’s World

It’s not just for fantasy writers! World building is part of the writing process that sets up where your story takes place. Establish the history, culture and power of your world.

# PWL-039 | \$40 (includes fees: \$30)

A2 Tue | Oct. 4 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jean Burgess

*Interested in a degree?*

Explore Carroll’s  
**CREDIT  
PROGRAMS**

at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

104-12-227



## Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

*The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.*

## Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

## Tuition Waivers

### Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

## Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

## Drops, Refunds and Cancellations

### Course cancellations:

100% refund will be issued for any course the College cancels.

### Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

### After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

## Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

## Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

## Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

## Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

## Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

## Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each





textbook on the bookstore website ([www.carrollcc.edu/bookstore](http://www.carrollcc.edu/bookstore)) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

### Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

### Bookstore Hours

Call 410-386-8447 or visit [www.carrollcc.edu/bookstore](http://www.carrollcc.edu/bookstore) for most up to date information.

### The College will be closed on the following dates:

Labor Day: Sept. 3 – 5  
Thanksgiving: Sept. 23 – 27  
Winter Recess: Dec. 19 – Jan. 1

### Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to [www.carrollcc.edu/alerts](http://www.carrollcc.edu/alerts) to register.

Go to [www.carrollcc.edu](http://www.carrollcc.edu) for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

### The Canteen Café

Go to [www.carrollcc.edu/cafe](http://www.carrollcc.edu/cafe) for most up to date information

### Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

### Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

### Locations

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

**Adult Education Programs Multi-Service Center**  
224 North Center Street, Westminster

**Carroll County Career and Technology Center (CCCTC)**  
1229 Washington Road, Westminster

**Carroll County Public Library**  
Go to [library.carr.org](http://library.carr.org) for branch locations and directions.

**Community Media Center**  
1301 Washington Road, Westminster

**Y of Central Maryland**  
1719 Sykesville Road, Westminster

### Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit [www.carrolltransitsystem.com](http://www.carrolltransitsystem.com) or call 410-363-0622.

### Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

### The Continuing Education Official College Record (transcript)

The Official Record documents:  
All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.  
A \$5 fee is charged for each Official College Record. To request, call 410-386-8100.

### Carroll Community College Board of Trustees

Kelly M. Frager, *Chairperson*  
Mary Kay Nevius-Maurer, *Vice Chairperson*  
David S. Bollinger  
Sherri-Le W. Bream  
Diane A. Foster  
Greg W. Kahlert  
David P. O'Callaghan  
  
Dr. James D. Ball, *Secretary/Treasurer*  
County Commissioner, *Ex-officio*  
  
Dr. James D. Ball, *President of the College*

*Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.*



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

# Continuing Education and Training Registration Form

410-386-8100 | Fax 410-386-8111 | Room A115

**Save time... register online! carrollcc.edu/CETRegistration**

Today's Date \_\_\_\_\_ College ID# \_\_\_\_\_ Date of Birth (required) \_\_\_\_\_

Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Chosen First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_ Email Address (required) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

☐ U.S. citizen ☐ Male ☐ Female 1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No

☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) Preferred Pronouns: 2. Race, select one or more of the following categories:

☐ I am a Carroll County resident (deduct \$10 per course) ☐ She: She/Her/Hers ☐ White  
☐ I am a Non-Carroll County Maryland resident (deduct \$5 per course) ☐ He: He/Him/His ☐ Black or African American  
☐ I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) ☐ Ze: Ze/Hir/Hirs ☐ Asian  
☐ They: They/Them/Their ☐ American Indian or Alaska Native  
☐ Name: Use my name as pronoun ☐ Native Hawaiian or Other Pacific Islander

☐ I am enrolling in a Workforce Training Certificate program or course(s). Program: \_\_\_\_\_

**Social Security Number** (required for Workforce Training Certificate programs and courses) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

**Carroll Community College**  
**Continuing Education & Training, A115**  
**1601 Washington Road**  
**Westminster, MD 21157**

**Deduct In-County/In-State Fees** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances.  
In these events, students will be notified via email.

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

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

*I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.*

**Signature (required)** \_\_\_\_\_

For Office Use Only: Rec by \_\_\_\_\_ Processor \_\_\_\_\_ Date \_\_\_\_\_ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

If paying with a credit card, register online at [www.carrollcc.edu/CETRegistration](http://www.carrollcc.edu/CETRegistration) or by phone at 410-386-8100 or fax at 410-386-8111.

Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number \_\_\_\_\_ CID# \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Card Holder's Billing Address (required) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

**Tuition \$200 or more?**  
Use the CCC Deferred Payment Plan, a monthly payment program. Go to [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

Note: Your CID# is the last three digits in the signature box on the back of your credit card.



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

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Home Address \_\_\_\_\_ Email Address (required) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

- ☐ U.S. citizen ☐ Male ☐ Female 1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No
- ☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) Preferred Pronouns: 2. Race, select one or more of the following categories:
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Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**Continuing Education & Training, A115**  
**1601 Washington Road**  
**Westminster, MD 21157**

**Deduct In-County/In-State Fees** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

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For Office Use Only: Rec by \_\_\_\_\_ Processor \_\_\_\_\_ Date \_\_\_\_\_ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

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Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number \_\_\_\_\_ CID# \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Card Holder's Billing Address (required) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Note: Your CID# is the last three digits in the signature box on the back of your credit card.

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Carroll Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, (267-284-5000), [www.msche.org](http://www.msche.org). The MSCHC is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).



# EASY WAYS TO REGISTER

## Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held by registering early!

## Office Hours

Monday – Thursday | 8:30 a.m. – 6 p.m.  
Friday | 8:30 a.m. – 4 p.m.

### 1. ONLINE

Register online 24/7 at  
[www.carrollcc.edu/CETRegistration](http://www.carrollcc.edu/CETRegistration) and  
follow instructions. You will need to pay  
in full with a credit card when registering.

### 2. MAIL

Mail a completed and signed registration  
form with total payment to:  
Carroll Community College  
Continuing Education & Training, A115  
1601 Washington Road  
Westminster MD 21157

### 3. WALK-IN

Register in-person in Room A115 on the  
Washington Road Campus.  
On Saturdays and after regular office  
hours, registrations and check or credit  
card payments may be left in the drop box  
next to the Cashier's Office.

### 4. FAX

Fax completed and signed registration  
form with credit card payment information  
to 410-386-8111.

### 5. TELEPHONE

Call 410-386-8100. Have the course details  
and your credit card information ready.

## NUMBERS TO KNOW

Admissions for  
Degree Programs  
410-386-8430

Advising/Transfer  
for Degree Programs  
410-386-8435

Career Services  
410-386-8523

Cashier's Office  
410-386-8040

Disabilities  
410-386-8329

General College  
Information  
410-386-8000

Records/Registration  
for Degree Programs  
410-386-8440

# Carroll Student Spotlight



Workforce Training Certificate Students

FIND OUT ABOUT  
**SCHOLARSHIPS** AND  
**TUITION ASSISTANCE**

[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)

## From Carroll to Rewarding Career

“I started pursuing my career through Carroll Community College’s Dental Assistant program in early February 2021. I received my certificate of completion in August of 2021, and I am now a licensed dental assistant and radiation technologist at an awesome general dentistry office! I have had awesome experiences in the classroom with tons of hands-on training, and many of my classmates are still close friends. I would highly recommend Carroll’s Dental Assistant program to anyone who is interested in pursuing a career in the dental field. It is an extremely rewarding job and the courses at Carroll Community College lay the groundwork for success!”

**Katie Zahn**  
Dental Assistant completer