

BALANCE

Continuing Education & Training
Fall 2023 Class Schedule

Inside

- **Career Training**
Start a new career in as little as two months.
At little or no cost through grants & scholarships!
- **Business & Leadership Development**
- **Personal Enrichment**

*Build your career.
Enrich your life.*



I started the Automotive Technician certificate program in late September 2022 and finished it on April 3, 2023. I completed three component classes during this time: brake systems, electrical systems, and steering & suspension. These courses helped me get my job as a full-time automotive technician at a local dealership. **I loved the environment in school and the instructor, Anthony Brady, was amazing at breaking down concepts and how things work.** He helped me get where I am now because he instilled confidence in me and pushed me to continue pursuing a career. I am very thankful for having met him and getting to learn under him during the course of my Automotive Technician classes.

Logan Ader
Automotive Technician Completer

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

Why earn a Workforce Training Certificate from Carroll?

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

Scholarship funds and tuition assistance are available for students to:

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

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

Contents

02 WORKFORCE TRAINING

- 04 Workforce Training Certificates for Career Entry
- 12 Workforce Training Certificates for Career Advancement
- 14 Exam Preparation for Industry Credentials

16 CAREER AND CONTINUING PROFESSIONAL EDUCATION

- 17 Advanced Manufacturing
- 20 Business
- 28 Computers & Technology
- 34 Construction Trades
- 35 Environmental & Conservation
- 35 Healthcare & Human Services
- 49 OSHA/Safety/CPR
- 50 Additional Career Training
- 54 Adult Basic Education

58 PERSONAL ENRICHMENT

- 59 Art
- 61 Food & Drink
- 63 History, Culture & World View
- 65 Home & Hobby
- 66 Kids@Carroll
- 67 Languages
- 68 Motorcycle & Personal Safety
- 69 Music
- 70 Photography
- 71 Wellness & Outdoor Adventure
- 74 Writing

76 INFORMATION

- 75 Registration Form
- 78 Index

Numbers to Know



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



WORKFORCE TRAINING CERTIFICATES

Make Pet Care Your Career
Veterinary Assistant > page 5

Master the Skills of Manufacturing
Train to Be a **Precision Machinist** > page 4

Examine a Rewarding Role
As a **Medical Assistant** > 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.

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.

Affordable Payment Plan

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



Show It Off.

Broadcast your accomplishment with a Digital Badge

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

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

Offered in partnership with Credly, you can:

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

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

REGISTER NOW



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

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

Financial Assistance for Workforce Training Certificates

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

**ASSISTANCE IS AVAILABLE
FOR STUDENTS TO:**

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

**Scholarships are limited,
so act fast!**



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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ADVANCED MANUFACTURING

Automotive Technician

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

Courses

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

Approximate Number of Hours
129

Approximate Training Cost
\$2,130

Licensure/Certification earned

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

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

Precision Machinist

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

Courses

- MFG-023 Industrial Safety 101
- MFG-024 Precision Measurement
- MFG-025 Materials and Machining

Approximate Number of Hours
39

Approximate Training Cost
\$849

Licensure/Certification Earned

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

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Workforce Training Certificates for Career Entry

Welder/Advanced Welding

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

Courses

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

Approximate Number of Hours

120 hours

Approximate Training Cost

\$3,043

Licensure/Certification Earned

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

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

ANIMAL CONTROL AND CARE

Veterinary Assistant

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

Courses

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

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

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

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

BUSINESS

Entrepreneurship

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

Courses

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

Approximate Number of Hours

80

Approximate Training Cost

\$1,129

Licensure/Certification Earned

Entrepreneurship and Small Business Certification from Certiport.

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Your job search
starts here!



**COLLEGE
CENTRAL
NETWORK**

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

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

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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

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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

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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
 or contact Beth Lee at **410-386-8096**.

001-02-23

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 410-386-8100

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DRONE

UAS (Drone) FAA Remote Pilot

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

Courses

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

Approximate Number of hours

95

Approximate Training Cost

\$2,187

Licensure/Certification Earned

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

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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.

HEALTH CARE

Certified Nursing Assistant (CNA)

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

Prerequisites

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

Courses

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

Approximate Number of Hours

133 hours (excluding prerequisites)

Approximate Training Cost

\$1,948 (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.

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Dental Assistant

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

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

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

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,900 (excluding prerequisites)

Licensure/Certification Earned

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

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

Emergency Medical Technician

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

Courses

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

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

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

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

Medical Assistant

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

Courses

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

Approximate Number of Hours

448

Approximate Training Cost

\$4,952

Licensure/Certification Earned

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

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

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410-386-8100

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Pharmacy Technician

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

Courses

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

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,506 (excluding prerequisites)

Licensure/Certification Earned

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

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

Phlebotomy Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,325 (excluding prerequisites)

Licensure/Certification Earned

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

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

Registered Behavior Technician

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

Courses

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

Approximate Number of Hours

40 hours

Approximate Training Cost

\$570

Licensure/Certification Earned

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

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

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410-386-8100

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Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,627 (excluding prerequisites)

Licensure/Certification Earned

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

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

REAL ESTATE

Home Inspector

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

Courses

VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

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

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

Real Estate Sales Agent

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

Courses

REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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410-386-8100

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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 Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.

HVACR Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

GET HELP PAYING FOR CAREER TRAINING

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

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or contact Beth Lee at 410-386-8096.

001-02-23

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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.

TRANSPORTATION

Truck Driver

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

Courses

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

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

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

Licensure/Certification Earned

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

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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

This is an OHQC 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 OHQC requirements, 100% attendance is required.

Courses

- AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$1,019

Licensure/Certification Earned

Successful completion meets the OHQC 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.

REGISTER NOW



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

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

Medicine Aide Training

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

Courses

AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$945

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

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

INFORMATION TECHNOLOGY

Amazon Web Services (AWS) Cloud Practitioner

Just about everybody uses the “Cloud” in some way or another. No matter your role, having a background in IT Networking and an understanding of the Cloud will make you stand out above the rest. AWS Certified Cloud Practitioner validates cloud fluency and foundational AWS knowledge.

Courses

CMP-079 Intro to IT Networking
CMO-001 AWS Cloud Foundations

Approximate Number of Hours

32

Approximate Training Cost

\$598

Licensure/Certification Earned

Students are prepared to take the AWS Cloud Practitioner Exam.

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

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.

QuickBooks Online Specialist

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

Courses

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

Approximate Number of Hours

24 hours

Approximate Training Cost

\$458

Licensure/Certification Earned

Students are prepared to take the 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.

Your job search starts here!



**COLLEGE
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NETWORK**

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www.CollegeCentral.com/CarrollCC

001-15-23

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

EXAM PREPARATION FOR INDUSTRY CREDENTIALS

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

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

DRONE

UAS (Drone) FAA Remote Pilot

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

Course

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

Approximate Number of Hours

20 hours

Approximate Training Cost

\$599

Licensure/Certification Earned

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

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

HOME IMPROVEMENT

Home Improvement Contractor: MHIC Exam Prep

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

Courses

VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

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

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

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

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

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Continuing Education & Training:
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410-386-8100

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

Exam Preparation for Industry Credentials

INFORMATION TECHNOLOGY

CompTIA A+

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

Courses

CMP-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 Online Specialist Certification Preparation

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

Courses

DAP-124 QuickBooks Online Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$299 includes practice exam and voucher

Licensure/Certification Earned

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

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

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

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Maryland senior adults pay **fees only**.



CAREER & CONTINUING PROFESSIONAL EDUCATION

Help Brighten Someone's Smile

Train to Be a **Dental Assistant** > page 38

Shift Your Career into High Gear

Commercial (CDL) Truck Driver > page 53

Draw on Our Top-Notch Training

Become a **Phlebotomy Technician** > page 43

ADVANCED MANUFACTURING

AUTOMOTIVE TECHNICIAN

Introduction to Automotive Technician

★ Part of a Workforce Training Certificate; see p.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 | \$315 (includes fees: \$240)

A2 Mon, Wed | Sept. 25 – Oct. 4 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Anthony Brady

Automotive Electrical Systems

★ Part of a Workforce Training Certificate; see p.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 | \$605 (includes fees: \$355)

A2P Mon, Wed | Oct. 9 – Nov. 20 | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Anthony Brady

Automotive Brake Systems

★ Part of a Workforce Training Certificate; see p.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 | \$605 (includes fees: \$355)

A2P Mon, Wed | Nov. 27 – Jan. 29* | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Anthony Brady
*No class 12/18, 12/20, 12/25, 12/27
1/1/2024, 1/15/2024

Automotive Suspension and Steering Systems

★ Part of a Workforce Training Certificate; see p.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 | \$605 (includes fees: \$355)

A3P Mon, Wed | Feb. 12 – April 1* | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Anthony Brady
*No class 3/18/2024, 03/20/2024

Earn
WHILE YOU
Learn!

4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

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

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

HVACR

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

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

REGISTER NOW



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

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

NEW!

Precision Machinist



Jump-start your career in an in-demand industry.

Training prepares you to sit for the NIMS MMS Certification through:

- Short-term, high-impact training
- Hybrid classes for more flexible scheduling
- Learning foundational skills for skilled labor careers

Program courses cover:

- Industrial Safety
- Precision Measurement
- Materials and Machining

Classes start September 25.

Register early to save your seat.

Scholarships and tuition assistance may be available.

See page 4 for Precision Machinist workforce certificate details.

001-08-24 0523 CAR

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

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

XXP-070 | \$1,009 (includes fees: \$784)

Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

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

XXP-071 | \$2,609 (includes fees: \$2,079)

Online Start Anytime 9 months to complete

PRECISION MACHINIST

Industrial Safety

***** Part of a Workforce Training Certificate; see p.3

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

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

A2 Sept. 25 – Oct. 2 |
Hybrid (online with 2 sessions held on campus)
Mon | Sept. 25 & Oct. 2 | 6 – 8:30 p.m.
Main Campus
Tue – Sat | Sept. 26 – Oct. 2
Online
Instructor: Harrison Wilt

Precision Measurement

***** Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 9 – 16
Hybrid (online with 2 sessions held on campus)
Mon | Oct. 9 & 16 | 6 – 8:30 p.m.
Main Campus
Tue – Sat | Oct. 10 – 16
Online
Instructor: Harrison Wilt

REGISTER NOW

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

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

Materials and Machining

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 23 – Nov. 13

Hybrid (online with 4 sessions held on campus)

Mon | Oct. 23 – Nov. 13 | 6 – 8:30 p.m.

Main Campus

Tue – Sat | Oct. 24 – Nov. 13

Online

Instructor: Harrison Wilt

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 or contact Beth Lee at 410-386-8096.

001-102-23

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see p.3

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

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

A1 Aug. 28 – Oct. 2 | 10 sessions

Mon, Wed | Aug. 28 & 30 | 6 – 9:15 p.m.

Main Campus

Wed, Mon | Sept. 6 – Oct. 2 | 6 – 9:15 p.m.

Carroll County Career & Tech Center

Instructor: Aaron Gilmore

B2 Nov. 2 – Dec. 7* | 10 sessions

Thu, Tue | Nov. 2 & 7 | 6 – 9:15 p.m.

Main Campus

Thu, Tue | Nov. 9 – Dec. 7 | 6 – 9:15 p.m.

Carroll County Career & Tech Center

*No class 11/23

Instructor: Mark Brady

Advanced Welding

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Wed, Mon | Oct. 4 – Nov. 27* | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center

Instructor: Aaron Gilmore

*No class 11/22

Advanced Welding 2

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Mon, Wed | Dec. 4 – Feb. 12* | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center

Instructor: Michael Schweinsberg


*No class 12/18, 12/20, 12/25, 12/27, 1/1/2024, 1/15/2024

REGISTER NOW




Continuing Education & Training:
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Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
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MILLER
Resources for Entrepreneurs

Scholarship Fund



**Build your business...
and we'll help pay
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Eligibility:

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

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

072-05-22.1021 CAR

**For complete details
and to apply, visit**
www.MillerSmallBusiness.com

BUSINESS

ENTREPRENEURSHIP

Ready, Set, Go! 🚀

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

MSB-101 | No Cost

B1 Thu | Aug. 24 | 9–11 a.m.
1 session | Online

A2 Thu | Sept. 28 | 9–11 a.m.
1 session | Online

B2 Thu | Oct. 26 | 9–11 a.m.
1 session | Online

Interested in a degree?

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CREDIT PROGRAMS

at www.carrollcc.edu/degree

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 p.3

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

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

A2 Online | Sept. 11–25
Instructor: Thomas Mazerski

B2 Online | Oct. 16–30
Instructor: Thomas Mazerski

C2 Online | Nov. 13–27
Instructor: Thomas Mazerski

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

Pathways to Entrepreneurship

* Part of a Workforce Training Certificate; see p.3

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

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

A2 Online | Oct. 2 – Dec. 11
Instructor: Bryan Laing

ESSENTIAL CLASSES AND WORKSHOPS

And Away We Grow: Business Essentials

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

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

A1 Fri | Aug. 18 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A2 Fri | Oct. 6 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B2 Fri | Dec. 8 | 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)

A2 Fri | Oct. 13 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

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

Small Business Marketing Workshop

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

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

A2 Fri | Sept. 1 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

B2 Fri | Nov. 10 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

Understanding Accounting and Financial Statements

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

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

A1 Tue, Thu | Aug. 15 & 17 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A2 Tue, Thu | Oct. 10 & 12 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

B2 Tue, Thu | Dec. 5 & 7 | 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)

A1 Tue, Thu | Aug. 22 & 24 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A2 Tue, Thu | Oct. 17 & 19 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

Blogging Workshop

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

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

A2 Tue, Thu | Sept. 5 & 7 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Thomas Mazerski

B2 Tue, Thu | Nov. 14 & 16 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Thomas Mazerski

REGISTER NOW



Continuing Education & Training:
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410-386-8100

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

How to Maximize the Value of Your Business

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

MSB-090 | \$119 (includes fees: \$30)

A2 Wed | Oct. 25 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

How to Start and Market Your Business Online

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

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

A1 Fri | Aug. 25 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A2 Fri | Oct. 27 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

How to Pitch Your Business

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

MSB-157 | \$69 (includes fees: \$30)

A2 Fri | Nov. 3 | 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 Wed | Aug. 16 | 6 – 10:45 p.m.
1 session | Main Campus
Instructor: Doug Donaldson

A2 Wed | Oct. 25 | 6 – 10:45 p.m.
1 session | Main Campus
Instructor: Doug Donaldson

B2 Wed | Dec. 6 | 6 – 10:45 p.m.
1 session | Main Campus
Instructor: Doug Donaldson

Raising Money Through Crowd Funding

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

MSB-091 | \$119 (includes fees: \$30)

A1 Wed | Aug. 23 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

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

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)

A1 Fri | Aug. 25 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A2 Fri | Oct. 6 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

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Maryland senior adults pay **fees only**.

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)

A2 Mon | Oct. 16 – 30 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Thomas Mazerski

B2 Mon | Nov. 27 – Dec. 11 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Thomas Mazerski

ONLINE PARTNERSHIP CLASSES

Accounting Fundamentals

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

FIN-124 | \$139 (includes fees: \$85)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Accounting Fundamentals Series

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial and accounting matters. The Accounting Fundamentals Series is designed for students interested in increasing their financial awareness while also gaining a marketable skill.

FIN-020 | \$240 (includes fees: \$150)

B1 Online Aug. 16 – Oct. 20

A2 Online Sept. 13 – Nov. 24

B2 Online Oct. 18 – Dec. 22

C2 Online Nov. 15 – Jan. 19

D2 Online Dec. 13 – Feb. 23

Blogging and Podcasting for Beginners

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

MSB-077 | \$135 (includes fees: \$79)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Business Finance for Non-Finance Personnel

Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions. Whether you're an employee, sales executive, supervisor, or manager, this course will help you understand basic financial information and use that information to make decisions that will positively affect your company's financial situation.

MSB-079 | \$139 (includes fees: \$85)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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 | \$145 (includes fees: \$89)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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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 | \$145 (includes fees: \$89)

- A2 Online Sept. 13 – Oct. 20
- B2 Online Oct. 18 – Nov. 24
- C2 Online Nov. 15 – Dec. 22
- D2 Online Dec. 13 – Jan. 19

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 | \$145 (includes fees: \$89)

- B1 Online Aug. 16 – Sept. 22
- A2 Online Sept. 13 – Oct. 20
- B2 Online Oct. 18 – Nov. 24
- C2 Online Nov. 15 – Dec. 22
- D2 Online Dec. 13 – Jan. 19

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, e-mail 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 | \$139 (includes fees: \$85)

- B1 Online Aug. 16 – Sept. 22
- A2 Online Sept. 13 – Oct. 20
- B2 Online Oct. 18 – Nov. 24
- C2 Online Nov. 15 – Dec. 22
- D2 Online Dec. 13 – Jan. 19

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Start Your Own Arts and Crafts Business

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn to start your own arts and crafts business from a professional artist. You will learn to create your own unique business identity, and discover what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach that fits your personality.

SBA-654 | \$139 (includes fees: \$85)

- B1 Online Aug. 16 – Sept. 22
- A2 Online Sept. 13 – Oct. 20
- B2 Online Oct. 18 – Nov. 24
- C2 Online Nov. 15 – Dec. 22
- D2 Online Dec. 13 – Jan. 19

Using Social Media in Business

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

MKT-011 | \$145 (includes fees: \$89)

- A2 Online Sept. 13 – Oct. 20
- B2 Online Oct. 18 – Nov. 24
- C2 Online Nov. 15 – Dec. 22
- D2 Online Dec. 13 – Jan. 19

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HUMAN RESOURCES

CC SHRM Conference: Professional Development Training

Attend in person or virtually. Carroll County SHRM's 10th Annual Fall Conference and premier HR event of the year! For full conference details, visit carrollcc.edu/ccshrm.

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

A2 Fri | Nov. 3 | 8 a.m. – 4:15 p.m.
1 session | Main Campus

B2 Fri | Nov. 3 | 8 a.m. – 4:15 p.m.
1 session | Online

Human Resources for Professionals and Certification Exam Preparation

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

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

A2 Tue, Thu | Sept. 5 – Oct. 12 | 6 – 8:30 p.m.
12 sessions | Online

Why Do Moral People Act Unethically? A Course for Human Resources Professionals

Strong workplace ethics, or the lack thereof, have had far-reaching consequences for many companies and corporate leaders. Learn the fundamental principles of ethics and delve into various workplace scenarios where these principles may or may not be applied. Arm yourself with a framework to encourage an ethical workplace regardless of role. Explore the difference between morals and ethics, gain an understanding of what makes moral people behave unethically, and learn which elements are most important in crafting an ethics policy for the workplace. Additionally, examine various ethics theories and learn how they may be applied to evaluate and resolve relevant dilemmas in the workplace. This course meets the Ethics requirement toward aPHR™, aPHRI™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®) and has been submitted for 1 recertification credit hour. Carroll Community College is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP. This course has been approved for 1.00 HR (General) recertification credit hours toward SHRM-CP or SHRM-SCP.

MGT-591 | \$49 (includes fees: \$39)

A2 Wed | Oct. 11 | 11 a.m. – 12 p.m.
1 session | Online

MANAGEMENT & LEADERSHIP

NEW! Management Development Training

We are pleased to offer a new set of innovative leadership development solutions to help your talent – from emerging leaders to your C-suite – develop the skills to succeed now and in the future. Contact Business Solutions at 410-386-8095 to learn more.

Putting the Success in Succession Planning

Across the U.S., significant numbers of experienced professionals are exiting the workforce daily, leaving behind critical knowledge and employment gaps. This trend comes at a time when the already challenging task of attracting and retaining talent can make the difference between a successful and unsuccessful organization. In spite of these facts, many organizations are failing at their succession planning efforts. Join fellow managers and human resource professionals for this 2-part, online course that will provide practical tactics and considerations for managing critical knowledge and ensuring business continuity in your workplace.

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

A2 Wed | Oct. 25 & Nov. 1 | 8:30 a.m. – 12:30 p.m.
2 sessions | Online

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Leadership Peer Advisory Group (LPAG)

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

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

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

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

—Andrea Berstler
Executive Director, CCPL

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

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



121-08-23-0223 CAR

LEADERSHIP 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 three 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.

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

A2 Fri | Sept. 8 – 22 | 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.

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

A2 Fri | Oct. 13 – 27 | 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.

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

A2 Fri | Nov. 3 – 17 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

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PROFESSIONAL DEVELOPMENT

Certified Business Data Analytics (CBDA) Prep Course

According to LinkedIn survey data, business data analysis is one of the fastest-growing professions. With increasing dependence on technology projects, organizations are hiring a larger number of business analysts. Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives. The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully. The learning resources, study plan, exam tips, question banks, and exam simulators are fully aligned to the CBDA exam pattern. Furthermore, these resources equip you to prepare effectively, identify areas of weakness, and face your certification exam confidently.

XXG-191 | \$1,005 (includes fees: \$995)

Online Start Anytime 3 months to complete

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Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

PWL-414 | \$145 (includes fees: \$89)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Financial Bootcamp for Non-Profit Agency Professionals

Professionals in the non-profit arena need to understand their agency's financial status to be effective, informed decision-makers, and to ensure compliance with governing regulations. This full-day workshop will help attendees understand budgets and the role they play in accomplishing an institution's mission. It will take an in-depth look at the major financial statements to assist professionals understand sources of revenues and how those revenues are allocated to programs. Information needed to obtain grants will also be explored.

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

A2 Tue | Oct. 17 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Darlene Ely

REAL ESTATE

Home Inspection Training

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

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

A2 Mon, Thu | Sept. 11 – Dec. 14* | 6:30 – 9:45 p.m.
27 sessions | Main Campus
Instructor: Chris Jenkins
**No class 11/23*

How to Inspect for Moisture Intrusion

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

VOC-590 | \$156 (includes fees: \$103)

A2 Tue | Oct. 10 – 24 | 6:30 – 9:45 p.m.
3 sessions | Main Campus
Instructor: Chris Jenkins

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Maryland senior adults pay **fees only**.

Maryland Real Estate Principles & Practices

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

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

A2 Tue, Thu | Sept. 12 – Nov. 16 | 6 – 9:15 p.m.
20 sessions | Main Campus,
Instructor: Joseph Stephens

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Computer and Technology Information Session

NO COST!

Learn about the computer and IT classes offered this fall and see what best meets your needs. Get an overview of the scope of classes and material taught. Learn about Workforce Training Certificates and Digital Badges to start or advance your career. Find out about resources available to help pay for training, class schedules and any prerequisites.

XXB-200 | No Cost

A2 Mon | Dec. 11 | 12 – 1 p.m.
1 session | Online
Instructor: Jeremy Roop

Microsoft Office Skills: Building a Strong Foundation

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

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

A2 Mon, Wed | Sept. 11 – 25 | 6:30 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Julia Reier

B2 Mon, Wed | Nov. 27 – Dec. 11 | 7 – 9 p.m.
5 sessions | Main Campus
Instructor: Julia Reier

Keyboarding

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

DAP-347 | \$135 (includes fees: \$79)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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. 2 – 9 | 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 | Dec. 4 – 11 | 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. 11 – 18 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

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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. 23 – 30 | 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 Mon, Wed | Nov. 6 – 13 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

FINANCIAL

QuickBooks Online Pt. 1

 Part of a Workforce Training Certificate; see p.3

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

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

A2B Mon, Thu | Sept. 18 – 28 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Online Pt. 2

 Part of a Workforce Training Certificate; see p.3

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

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

A2BP Mon, Thu | Oct. 2 – 12 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Online Certified User Exam Prep

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

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

A2BP Mon, Thu | Oct. 23 & 26 | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Shanelle Hopkins

CYBERSECURITY

Introduction to PC Security

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

DAP-096 | \$139 (includes fees: \$85)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Introduction to PC Troubleshooting

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

DAP-105 | \$139 (includes fees: \$85)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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

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, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more. This course will prepare you for the current exam objectives (N10-006).

DAP-819 | \$135 (includes fees: \$95)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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. 11 – 18 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

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PhotoShop Level 2

Unleash your photo creativity! Create impact with filters by altering lighting effects and changing backgrounds. Apply transparent areas in images to be used with other applications. Learn to retouch and restore old damaged photographs. Isolate image areas by creating and saving masks with specialized tools, commands, modes and layer elements. Learn to adjust the print settings for maximum output from your printer. Prerequisites: Photoshop Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

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

A2BP Mon, Wed | Nov. 6 – 13 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

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. 23 – 30 | 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 | Dec. 4 – 11 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

InDesign Level 1

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

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

A2B Mon, Wed | Oct. 2 – 9 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Adobe Certified Professional in Video Design (Vouchers Included)

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

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

Online Start Anytime 6 months to complete

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

CODING & PROGRAMMING

Intro to IT Networking

* Part of a Workforce Training Certificate; see p.3

This is a prerequisite course for the Amazon Web Services (AWS) certification track and provides a basic understanding of networking, terms and concepts. Students will gain a strong understanding of basic networking and concepts that are crucial to success of AWS certification.

CMP-079 | \$199 (includes fees: \$125)

A2 Tue, Thu | Sept. 19 – Oct. 5 | 6:30 – 8:30 p.m.
6 sessions | Online
Instructor: James Sprout

AWS Academy Cloud Foundations

* Part of a Workforce Training Certificate; see p.3

Amazon Web Services (AWS) provides secure cloud solutions to millions of clients to help businesses grow. Skills related to cloud computing and knowledge of AWS are in high demand as companies leverage the cloud for a variety of applications. Learn about cloud computing concepts, AWS core services, security, architecture, pricing and support. General IT technical and IT business knowledge recommended.

COD-001 | \$399 (includes fees: \$225)

A2P Tue, Thu | Oct. 10 – Nov. 9 | 6:30 – 8:30 p.m.
10 sessions | Online
Instructor: James Sprout

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 | \$135 (includes fees: \$95)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

C++ for the Absolute Beginner

Here's your chance to learn how to program the easy way in C++. This project-oriented course is taught by a master programming instructor and published author. You'll get right to programming in this course, even if you have no prior programming experience! Before you know it, you'll be putting together programs, and you'll see how easy programming really is.

DAP-379 | \$129 (includes fees: \$105)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Introduction to Java Programming

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

DAP-768 | \$139 (includes fees: \$85)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Introduction to Python 3 Programming

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

CMP-017 | \$139 (includes fees: \$85)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Python Developer

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

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

Online Start Anytime 6 months to complete

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

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001-02-23

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Maryland senior adults pay **fees only**.

How to Get Started in Game Development

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

CMP-084 | \$139 (includes fees: \$85)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Video Game Design and Development

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

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

Online Start Anytime 12 months to complete

GET HELP PAYING FOR CAREER TRAINING

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001-02-23

DIGITAL AND SOCIAL MEDIA

Introductory Seminar in Digital and Social Media

★ Part of a Workforce Training Certificate; see p.3

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

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

A2 Mon, Wed | Oct. 9 & 11 | 6:30 – 8:30 p.m.
2 sessions | Online

Social Media Strategies and Tactics

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Mon, Wed | Oct. 16 – Nov. 1 | 6:30 – 8:50 p.m.
6 sessions | Online

Social Media Analytics: Measuring and Assessing Metrics and ROI

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Mon, Wed | Nov. 6 – 13 | 6:30 – 8:50 p.m.
3 sessions | Online

Advertising on Social Media

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Wed, Mon | Nov. 15 & 20 | 6:30 – 8:30 p.m.
2 sessions | Online

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Digital and Social Media Program Capstone

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Wed, Mon | Nov. 29 & Dec. 4 | 6:30 – 8:30 p.m.
2 sessions | Online

DRONES (UAS)

Commercial Remote Pilot Pt. 1

★ Part of a Workforce Training Certificate; see p.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 | \$599 (includes fees: \$417)

A2 Aug. 29 – Sept. 21 | 8 sessions
Hybrid (online with one or more sessions held on campus)

Tue | Aug. 29 | 6:30 – 9 p.m.
Online

Thu, Tue | Aug. 31 – Sept. 21 | 6:30 – 9 p.m.
Main Campus

Instructors: Geoffrey Voigt

Commercial Remote Pilot Pt. 2

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Sept. 26 – Oct. 12 | 8 sessions
Hybrid (online with one or more sessions held on campus)

Tue, Thu | Sept. 26 – Oct. 10 | 6:30 – 9 p.m.
Online

Sat | Sept. 30 & Oct. 7 | 9 a.m. – 3 p.m.
Main Campus

Thu | Oct. 12 | 6:30 – 9 p.m.

Main Campus

Instructors: Geoffrey Voigt

Advanced Remote Flight

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 26 – Nov. 18 | 5 sessions
Hybrid (online with one or more sessions held on campus)

Thu | Oct. 26 | 6:30 – 8:30 p.m.
Online

Sat | Oct. 28 – Nov. 18 | 9 a.m. – 3 p.m.
Main Campus

Instructor: George Colonnat

Foundations of Aerial Photo and Data

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 31 – Dec. 12* | 13 sessions
Hybrid (online with one or more sessions held on campus)

Tue, Thu | Oct. 31 – Nov. 16 | 6:30 – 8:30 p.m.
Main Campus

Tue, Thu | Nov. 21 – Dec. 12 | 6:30 – 8:30 p.m.
Online

Sat | Dec. 2 | 9 a.m. – 2 p.m.

Main Campus

*No class 11/23

Instructors: Nikola Tzenov, George Colonna

Thanks for everything the past few months. The drone program is very well done, and I would definitely recommend it to others.

Don Haas

BUSINESS OWNER &
PHOTOGRAPHER
UAS (DRONE) FAA REMOTE
PILOT CERTIFICATE COMPLETER

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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 or visit www.haccmd.org

072-13-22-1021

WEB DESIGN

Creating Wordpress Websites 📄

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

CMP-045 | \$139 (includes fees: \$85)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

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

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

A2 Mon, Tue | Oct. 2 – 10 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Steve Klitsch



*Hi Mr. Steve
Just writing to let you know that I got my Home Improvement License! I also want to let you know that your teaching really helped me to become a better businessman. Taking your prep course was one of the best things I've ever done!*

Caleb Rodgers

MHIC LICENSE EXAM PREP
COMPLETER

HVAC

Applications in Environmental Systems I

★ Part of a Workforce Training Certificate; see p.3

Gain additional competencies relating to installation, troubleshooting and repair of heating and cooling systems. Course includes refrigerant transition and recovery certification. Work with the instructor to identify required competencies. Prerequisites: Applications in Environmental Systems 1 or a working knowledge of heating and cooling systems. Required Text: Fundamentals of HVACR, 3rd Edition.

VOC-785 | \$770 (includes fees: \$395)

Mon | Sept. 18 – Feb. 26* | 6 – 9:15 p.m.
20 sessions | Carroll County Career & Tech Center
*No class 12/18, 12/25, 1/1/2024, 1/15/2024

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Maryland senior adults pay **fees only**.

Applications in Environmental Systems II

★ Part of a Workforce Training Certificate; see p.3

Gain additional competencies relating to installation, troubleshooting and repair of heating and cooling systems. Course includes refrigerant transition and recovery certification. Work with the instructor to identify required competencies. Prerequisites: Applications in Environmental Systems 1 or working knowledge of heating and cooling systems.

VOC-786 | \$430 (includes fees: \$225)

Mon | March 4 – May 13* | 6 – 9:15 p.m.
10 sessions | Carroll County Career & Tech Center
**No class 3/18*

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. 4 – 21* | 8 sessions

Wed | Oct. 4 & 18 | 6 – 9:45 p.m.
Main Campus

Thu | Oct. 5 & 19 | 8:30 a.m. – 4:30 p.m.
Main Campus

Fri | Oct. 6 & 20 | 8:30 a.m. – 4:30 p.m.
Main Campus

Sat | Oct. 7 & 21 | 8 a.m. – 12 p.m.
Main Campus

**No class 10/11, 10/12, 10/13, 10/14*

Instructor: James Slater

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

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

Introduction to Addictions and Substance Use Disorders (SUDs)

Addictions and substance use disorders are in the news all the time. The issues are complex and multifaceted. This class provides an overview of use, abuse, dependency and addiction. Touch on the consequences of addiction at the individual, family, community and societal levels. Get an overview of basic physiological responses to various drugs. We will also look at assessment tools and treatment models and explore careers in addiction prevention and treatment. 3 clock hours

SCW-016 | \$79 (includes fees: \$54)

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

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'll 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: \$54)

A2 Wed | Sept. 20 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: David Goldman

FREE!

Health Care Training Information Session

Be job ready in as little as two months!

Wednesday, Aug. 30 | 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 or call Continuing Education and Training at 410-386-8100.

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

NEW! The Neuroscience of Childhood Trauma: Theory, Science, and Treatment Implications

The manifestation of trauma is widely misunderstood and underrecognized. Trauma in childhood significantly disrupts the developing brain and can lead to lifelong difficulty in regulation and attachment. Without an understanding of the neuroscience of the brain, symptoms of developmental trauma can be misdiagnosed as ADHD, ODD, PTSD and other diagnoses that may actually hinder progress. Learn some of the most common challenges in treating children with trauma and how to address these challenges effectively. 3 clock hours.

SCW-017 | \$79 (includes fees: \$54)

A2 Mon | Oct. 2 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Andria Palmer

NEW! Sleep and the Impact on Mental Health

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

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

A2 Thu | Oct. 19 | 5:45 – 9:30 p.m.
1 session | Main Campus
Instructor: Anne Arena

NEW! Spanish for Behavioral Health Providers

This course equips behavioral health care professionals and their community partners with targeted language skills to communicate effectively with Spanish-speaking clients. Focus on vocabulary and phrases that allow for basic information to be collected and shared to guide clients to bilingual providers. Additionally, historical and cultural information about the local immigrant population provides context for migration and connections to behavioral health needs.

FLC-286 | \$297 (includes fees: \$42)

A2 Fri | Sep. 8 – Oct. 27 | 9 – 12:15 p.m.
8 sessions | Main Campus
Instructor: Cristina Fernandez

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician® 40-Hour Training Part I

★ Part of a Workforce Training Certificate; see p.3

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

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

A2 Oct. 2 – 23 | 7 sessions
Mon, Wed | Oct. 2 – 18 | 6 – 9:15 p.m.
Online
Mon | Oct. 23 | 6 – 8 p.m.
Online
Instructor: Holly Bennett

Registered Behavior Technician® 40-Hour Training Part II

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 25 – Nov. 15 | 7 sessions
Wed, Mon | Oct. 25 – Nov. 13 | 6 – 9:15 p.m.
Online
Wed | Nov. 15 | 6 – 8 p.m.
Online
Instructor: Holly Bennett

NEW! English for Registered Behavior Technicians

NO COST!

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

For complete course details, see page 55.

The RBT class was very informative and I learned a lot of information that could be used for more than just ABA therapy. Holly was such a great teacher and made the class interesting! She did a great job of making the information easy to understand and is very knowledgeable about the subject so she was able to provide many real life examples. I'm now employed as a Registered Behavior Technician. I would recommend this class to anyone who is interested in getting into the behavioral health field.



Haley Goyette
REGISTERED BEHAVIOR
TECHNICIAN COMPLETER

REGISTER NOW



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

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

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 Tue, Wed | Sept. 12 & 13 | 5 – 9:30 p.m.
2 sessions | Main Campus

B2 Tue, Wed | Nov. 14 & 15 | 8:30 a.m. – 1 p.m.
2 sessions | 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

A1 Tue, Wed | Aug. 15 & 16 | 12 – 4 p.m.
2 sessions | Main Campus

A2 Thu, Fri | Oct. 19 & 20 | 8:30 a.m. – 12:45 p.m.
2 sessions | Main Campus

B2 Mon, Tue | Dec. 11 & 12 | 12 – 4:15 p.m.
2 sessions | Main Campus

**TUITION \$200
OR MORE?**

Pay in installments!

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

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 | \$87 (includes fees: \$68)

A2 Mon | Nov. 27 | 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 | \$87 (includes fees: \$68)

A2 Thu | Sept. 28 | 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: \$72)

A2 Mon | Nov. 20 | 4 – 9:15 p.m.
1 session | Main Campus

BLS Provider

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

AHE-315 | \$99 (includes fees: \$74)

D1 Sat | Aug. 26 | 9 a.m. – 4 p.m.
1 session | Main Campus

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

B2 Sat | Sept. 23 | 9 a.m. – 4 p.m.
1 session | Main Campus

C2 Sat | Oct. 14 | 9 a.m. – 4 p.m.
1 session | Main Campus

D2 Sat | Oct. 28 | 9 a.m. – 4 p.m.
1 session | Main Campus

E2 Sat | Nov. 11 | 9 a.m. – 4 p.m.
1 session | Main Campus

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

REGISTER NOW

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

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

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: \$68)

B1P Mon | Aug. 21 | 5 – 9:15 p.m.
1 session | Main Campus

A2P Mon | Sept. 18 | 5 – 9:15 p.m.
1 session | Main Campus

B2P Mon | Oct. 23 | 5 – 9:15 p.m.
1 session | Main Campus

C2P Mon | Nov. 6 | 5 – 9:15 p.m.
1 session | Main Campus

D2P Mon | Dec. 4 | 5 – 9:15 p.m.
1 session | Main Campus



Thank you very much for putting on an amazing class! I just spoke to my assistant, and she had rave reviews about the quality of instruction as well as great teachers! Because of this, I will be enrolling two more of my assistants.

Eric Wu, DDS, MS
NUMSMILES ORTHODONTICS



DENTAL

Introduction to Dental Assisting

★ Part of a Workforce Training Certificate; see p.3

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

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

A2BP Tue, Thu | Sept. 14 – Oct. 24
12 sessions | Main Campus
Instructor: Carol Bair

Oral Radiography

★ Part of a Workforce Training Certificate; see p.3

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

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

A2BP Oct. 26 – Dec. 14* | 14 sessions
Hybrid (online with one or more sessions held on campus)
Thu | Oct. 26 – Dec. 7 | 6:30 – 9:45 p.m.
Online
Tue | Oct. 31 – Dec. 5 | 6:30 – 9:45 p.m.
Main Campus
Tue | Dec. 12 | 6:30 – 8:30 p.m.
Main Campus
Thu | Dec. 14 | 6:30 – 8:30 p.m.
Online

*No class 11/23

Instructor: Carol Bair

Radiation Safety Update

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

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

A2 Oct. 26 – Nov. 2 | 3 sessions
Hybrid (online with one or more sessions held on campus)
Thu | Oct. 26 & Nov. 2 | 6:30 – 9:45 p.m.
Online
Tue | Oct. 31 | 6:30 – 9:45 p.m.
Main Campus
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: \$110)

Online Start Anytime 6 months to complete

REGISTER NOW



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

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

GENERAL HEALTHCARE OCCUPATIONS

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

Human Anatomy and Physiology

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

AHE-650 | \$145 (includes fees: \$89)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Medical Terminology: A Word Association Approach

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

AHE-044 | \$145 (includes fees: \$89)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Professional Preparation in Healthcare

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

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

A2 Tue, Wed, Thu | Sept. 5 – 7 | 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: \$110)

Online Start Anytime 6 months to complete

HEALTHCARE OCCUPATIONS

ASSISTED LIVING

Assisted Living Manager

★ Part of a Workforce Training Certificate; see p.3

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

AHE-113 | \$1,019 (includes fees: \$524)

A2 Thu | Oct. 5 – Dec. 14* | 8:30 a.m. – 5 p.m.
10 sessions | Main Campus
Instructor: James Rowe

*No class 11/23

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: \$87)

A2 Nov. 2 & 9 | 2 sessions
Thu | Nov. 2 | 8:30 a.m. – 5 p.m.
Main Campus
Thu | Nov. 2 | 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: \$87)

A2 Nov. 16 & 30 | 2 sessions
Thu | Nov. 16 | 8:30 a.m. – 5 p.m.
Main Campus
Thu | Nov. 30 | 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 | \$254 (includes fees: \$147)

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

Certificate in End of Life Care

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

AHE-019 | \$139 (includes fees: \$114)

Online Start Anytime 6 months to complete

REGISTER NOW

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

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

FAH OPEN HOUSE

Wednesday, October 25 | 6 – 8 p.m.

EVERYONE IS INVITED!

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

LEARN ABOUT:

- Job training opportunities for licensure and certification.
See pages 3 – 15 for more than 40 non-credit career training programs.
Start a new career in as little as 2 months!
- Adult education programs (GED® & ESOL)
- Associate degree pathways and certificate programs
- Student clubs, service learning, sports & other extracurricular activities
- Financial aid, scholarship and payment plan options
- Ways Carroll can help you transfer to a 4-year college/university
- Dual Enrollment (no cost for CCPS students)

ATTEND INFORMATION SESSIONS:

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

College tours will be offered. Refreshments will be served.

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

REGISTER NOW



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

40

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

EMT

Emergency Medical Technician 1

*** Part of a Workforce Training Certificate; see p.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: \$580) plus text

A1B Mon, Wed | Aug. 28 – Dec. 13* | 6 – 9:30 p.m.
30 sessions | Online

*No class 9/4, 11/22

Emergency Medical Technician 2

*** Part of a Workforce Training Certificate; see p.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: \$323)

A3 Jan. 6 – 24* | 8 sessions
Hybrid (online with one or more sessions held on campus)

Sat | Jan. 6 – 20 | 6:30 – 9 p.m.

Main Campus

Mon | Jan. 8 & 22 | 6:30 – 9 p.m.

Main Campus

Wed | Jan. 10 – 24 | 6:30 – 9 p.m.

Main Campus

*No class 1/15

HEALTH INFORMATION TECHNOLOGY

Medical Billing Specialist with Electronic Health Records (Vouchers Included)

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

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

Online Start Anytime 12 months to complete

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
or contact Beth Lee at 410-386-8096.

001-02-23

REGISTER NOW



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

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

Certified Clinical Medical Assistant



EARN YOUR CERTIFICATION IN 26 WEEKS.

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

OUR NEW STREAMLINED PROGRAM FEATURES:

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

REQUIRED COURSES

- *Certified Clinical Medical Assistant, Parts 1 – 6*

Next cohort starts in September!

Scholarships and tuition assistance may be available!

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

001-07-24 0523 CAR

Medical Billing and Coding (Voucher Included)

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

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

Online Start Anytime 12 months to complete

Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

Online Start Anytime 6 months to complete

OPTICAL ASSISTANT

Become an Optical Assistant

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

AHE-364 | \$145 (includes fees: \$89)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

REGISTER NOW



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

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

PERSONAL TRAINER

ACE Personal Fitness Trainer

★ Part of a Workforce Training Certificate; see p.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. 29 – Dec. 14* | 12:30 – 1:50 p.m.
31 sessions | Main Campus
*No class 11/23

PHARMACY TECHNICIAN

Pharmacy Technician Training I

★ Part of a Workforce Training Certificate; see p.3

Prepare to enter the fast-growing field of pharmacy as a pharmacy technician with employment opportunities in retail, home care or hospital settings. Learn the practice of pharmacy and prepare to take the national Pharmacy Technician Certification Exam (PTCE). Begin your review of the top 200 drugs. Learn about pharmaceutical calculations, dosage unit conversions, medical terminology, controlled substances, and pharmacy law, regulations and ethics. Training includes a virtual component and practical experience working in a mock pharmacy. A strong foundation in math and computer concepts is recommended. 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 | \$699 (includes fees: \$384) plus text

A2B Sept. 18 – Oct. 23 | 16 sessions
Mon, Wed, Thu | Sept. 18 – Oct. 23
6 – 9:15 p.m.
Main Campus

Pharmacy Technician Training II

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Oct. 25 – Dec. 11* | 19 sessions
Wed, Thu, Mon | Oct. 25 – Dec. 11 | 6 – 9:15 p.m.
Main Campus
*No class 11/22,11/23



Before taking the Pharmacy Technician program, I hadn't had any professor who was as respectful and who sincerely wanted to help aid in my learning. I hadn't had a professor who was as committed to making sure I understood all the material and even offered to help after class or whenever our schedules would allow, and for that I sincerely thank them.

Brianna Tingler

PHARMACY TECHNICIAN
COMPLETER

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see p.3

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

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

A2BP Sept. 25 – Nov. 15 | 16 sessions
Mon, Wed | Sept. 25 – Nov. 8 | 5:30 – 8:45 p.m.
Main Campus
Mon | Nov. 13 | 3 – 6:15 p.m.
Carroll Hospital Center
Wed | Nov. 15 | 5:30 – 8:45 p.m.
Main Campus
Instructors: Brian Rutledge, Emma Eyler

REGISTER NOW



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

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

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see p.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 | \$705 (includes fees: \$367)

A2P Nov. 27 – Dec. 6 | 8 sessions

Mon – Fri | Nov. 27 – Dec. 5 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

Wed | Dec. 6 | 8 a.m. – 12 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see p.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 | \$705 (includes fees: \$367)

A2P Dec. 6 – 15 | 8 sessions

Wed | Dec. 6 | 1 – 5 p.m.

Lifebridge Health Labs

Mon – Fri | Dec. 7 – 15 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler



The [Phlebotomy Technician Training] course is very straightforward and informative. Brian is a very understanding teacher who takes the course at a good pace so you can understand everything about phlebotomy. Everything I learned did help me get a job. I now work at Frederick Health hospital as a phlebotomist.

Linda Quinn

PHLEBOTOMY TECHNICIAN
COMPLETER

STERILE PROCESSING TECHNICIAN

Foundations for Healthcare Careers

★ Part of a Workforce Training Certificate; see p.3

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

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

A1BP Tue, Thu | Aug. 22 – Sept. 28 | 6 – 9 p.m.

12 sessions | Frederick Community College

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see p.3

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

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

A2P Tue, Thu | Oct. 3 – Dec. 12* | 6 – 9 p.m.

21 sessions | Frederick Community College

*No class 11/23



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

Bruce Timmcke

HUMAN RESOURCES BUSINESS

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

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

MEDICAL ASSISTANT

Certified Clinical Medical Assistant Orientation Session

This required orientation prepares students for the certified clinical medical assistant training program. Topics include registration into the National Healthcare Association's website, how to navigate, and an overall review of the program. This course includes a clinical component. The clinical sites require that you've received a COVID-19 vaccine. If you received a COVID-19 vaccine in the past, you have met this requirement. You are not required to get a booster. As of April 18, 2023, the original Pfizer-BioNTech and Moderna COVID-19 vaccines are no longer authorized for use by the FDA in the United States. Therefore, updated Pfizer-BioNTech and Moderna COVID-19 vaccines are being used for all age groups. If you did not receive a COVID-19 vaccine previously, you will need to receive one of the updated vaccines. If you do not meet either of these vaccination requirements, regardless of your age, Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. You must also provide written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within the last 6 months, Hepatitis B immunity or waiver, current flu vaccine, and Tdap vaccine in the last 10 years. Students may be required to wear a surgical mask or 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. Fit testing and N95 mask will be provided to you by the College.

AHE-648 | No Cost

A2 Thu | Sept. 28 | 5:15 – 8:30 p.m.
1 session | Main Campus

Certified Clinical Medical Assistant Part 1

★ Part of a Workforce Training Certificate; see p.3

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

AHE-651 | \$942 (includes fees: \$571)

Hybrid (online with 4 sessions held on campus)

A2 Oct. 2 – 29
Oct. 2 – 29
Online
Wed | Oct. 4 & 18 | 5 – 9:15 p.m.
Main Campus
Mon, Wed | Oct. 23 & 25 | 5 – 9:15 p.m.
Main Campus

Certified Clinical Medical Assistant Part 2

★ Part of a Workforce Training Certificate; see p.3

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

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

Hybrid (online with 5 sessions held on campus)

A2 Oct. 30 – Dec. 17*
Oct. 30 – Dec. 17
Online
Wed | Nov. 8 – Dec. 13 | 5 – 9:15 p.m.
Main Campus
*No class 11/22, 11/23, 11/24, 11/25

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410-386-8100

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

Earn While You Learn to Become a CNA/GNA



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

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

Program benefits through local employers may include opportunities for:

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

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

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

096-17-23-1022

Certified Clinical Medical Assistant Part 3

★ Part of a Workforce Training Certificate; see p.3

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

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

Hybrid (online with 5 sessions held on campus)

A3	Jan. 2 – Feb. 11*
	Jan. 2 – Feb. 11
	Online
	Wed Jan. 10 – Feb. 7 5 – 9:15 p.m.
	Main Campus

Certified Clinical Medical Assistant Part 4

★ Part of a Workforce Training Certificate; see p.3

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

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

Hybrid (online with 8 sessions held on campus)

A3	Feb. 12 – March 31*
	Feb. 12 – March 31
	Online
	Wed Feb. 14 – 28 5 – 9:15 p.m.
	Main Campus
	Wed, Mon March 13 – 27 5 – 9:15 p.m.
	Main Campus
	Sat March 16 9 a.m. – 12:15 p.m.
	Main Campus
	Sat March 30 9 a.m. – 4 p.m.
	Main Campus
	*No class 3/17/2024, 3/18/2024, 3/19/2024, 3/20/2024, 3/21/2024, 3/22/2024, 3/23/2024, 3/24/2024

Certified Clinical Medical Assistant Part 5

★ Part of a Workforce Training Certificate; see p.3

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

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

A4	Mon – Fri April 1 – 12 9 a.m. – 3:30 p.m.
	10 sessions Clinical Site

REGISTER NOW



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carrollcc.edu/CETRegistration
410-386-8100

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

Certified Clinical Medical Assistant Part 6

★ Part of a Workforce Training Certificate; see p.3

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

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

A4 Mon – Fri | April 15 – 26 | 9 a.m. – 3:30 p.m.
10 sessions | Clinical Site

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 for prerequisites for admission to the College's Practical or Registered nursing courses.

NRS-422 | \$159 (includes fees: \$95)

A2 Online Oct. 2 – 31

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.**

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
or contact Beth Lee at 410-386-8096.

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. This clinical site requires that you've received an updated COVID-19 vaccine. If you received an original COVID-19 vaccine in the past, you are required to get an updated booster. As of April 18, 2023, the original Pfizer-BioNTech and Moderna COVID-19 vaccines are no longer authorized for use by the FDA in the United States. Therefore, updated Pfizer-BioNTech and Moderna COVID-19 vaccines are being used for all age groups. If you did not receive a COVID-19 vaccine previously, you will need to receive one of the updated vaccines. If you do not meet either of these vaccination requirements, regardless of your age, Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students may be required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

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

B2 Mon, Tue, Thu, Fri | Sept. 11 – 19
8:30 – 11:45 a.m.
6 sessions | Online

A2 Tue, Thu | Sept. 5 – 21 | 5 – 8:15 p.m.
6 sessions | Online

REGISTER NOW



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

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

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Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see p.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: \$635) plus text

A2BMP Mon, Tue, Thu, Fri
Sept. 25 – Oct. 16 | 8:30 a.m. – 4 p.m.
13 sessions | Main Campus

B2BMP Sept. 26 – Nov. 14* | 18 sessions
Tue, Thu | Sept. 26 – Nov. 14 | 5 – 9:15 p.m.
Main Campus
Sat | Oct. 7 – Nov. 11 | 8 a.m. – 4:30 p.m.
Main Campus
**No class 10/14, 10/28, 11/4*

Certified Nursing Assistant Training, Part II

★ Part of a Workforce Training Certificate; see p.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, current flu vaccine, updated COVID-19 vaccine, Tdap vaccine in the last 10 years, and American Heart Association BLS Provider CPR are required. Cost includes required fingerprinting and the fee for the NNAAP GNA exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the GNA skills lab (AHE-455) prior to the GNA exam. Refer to the course listing for the skills lab and register now.

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

B2P Nov. 16 – Dec. 9* | 9 sessions
Thu, Tue | Nov. 16 – Dec. 7 | 5 – 9:15 p.m.
Carroll Lutheran Village
Sat | Nov. 18 – Dec. 9 | 7 a.m. – 3:30 p.m.
Carroll Lutheran Village
**No class 11/25, 11/23*

A2P Mon – Fri | Oct. 17 – 24 | 7 a.m. – 3:30 p.m.
6 sessions | Carroll Lutheran Village

GNA Skills Lab

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

AHE-455 | \$140 (includes fees: \$90)

B2 Wed | Nov. 15 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

A3 Wed | Jan. 3 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

Medicine Aide Update

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

AHE-120 | \$135 (includes fees: \$87)

A2MP Fri | Sept. 8 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Nancy Rogers

B2MP Fri | Nov. 10 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Nancy Rogers

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410-386-8100

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

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: \$72)

A2 Mon | Nov. 20 | 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.

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 | Sept. 22 | 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 Tue – Fri | Oct. 10 – 13 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

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

A2 Mon – Thu | Oct. 30 – Nov. 2 | 8 a.m. – 4 p.m.
4 sessions | Main Campus,

OSHA 511-Basic Course in General Industry

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

VOC-468

A2 Mon – Thu | Nov. 27 – 30 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

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

ADDITIONAL CAREER TRAINING

CANNABIS

Cannabis Information Session

NO COST!

Join this free information session and find out how you can prepare for entry-level positions in the three licensed components of the Maryland cannabis industry including growers, processors and dispensaries. Meet instructor Shad Ewart and learn the different career pathways for entering the world of regulated cannabis. You will learn about the cannabis workforce training program, and the changes in the cannabis industry in Maryland from home growing basics, cannabis regulations and even entrepreneurship!

CWD-010 | No Cost

A2 Sat | Sept. 9 | 10:30 – 11:30 a.m.
1 session | Main Campus
Instructor: Shad Ewart

Exploring Cannabis Careers

Learn about the tasks and functions of an entry-level worker in the Maryland cannabis industry. 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 resume and cover letter to begin the job search process.

CWD-006 | \$358 (includes fees: \$209)

A2 Mon, Wed | Sept. 11 – Oct. 4 | 6 – 9:15 p.m.
8 sessions | Online
Instructor: Shad Ewart

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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-007 | \$286 (includes fees: \$168)

A2 Mon, Wed | Oct. 16 – Nov. 1 | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart

Cannabis Home Growing Basics

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-008 | \$286 (includes fees: \$168)

A2 Mon, Wed | Nov. 13 – Dec. 4* | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart
**No class 11/22*

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

A3 Mon, Wed | Jan. 22 – Feb. 5, 2024
6 – 9:15 p.m.
5 sessions | Online
Instructor: Shad Ewart

Introduction to Cannabis and the Human Body

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

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

A4 Mon, Wed | April 1 – 17, 2024 | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart

CHILD CARE

Basic Health & Safety Training

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

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

A1 Online Self-paced 3-hr class *Complete by Dec. 1*

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. 11 – Nov. 15 | 6 – 7:30 p.m.
20 sessions | Online
Instructor: Cet Staff

REGISTER NOW

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

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

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 recordkeeping, 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

A2BP Online Sept. 11 – Dec. 15

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 satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff.

CCT-529 | \$448 (includes fees: \$30) plus text

A1BP Online Aug. 28 – Dec. 15

Developing Equity in Early Childhood Education

This four-part training series provides leaders, administrators and practitioners an opportunity to examine and address issues that impact equitable early childhood education (ECE). The series consists of four 3-hour modules that build on one another: Culture and Equity in Early Childhood Education; Implicit Bias: Key Concepts; Poverty and Privilege; and Building Systems of Equity. Earn 12 Core of Knowledge hours.

CCT-528 | \$130 (includes fees: \$70)

A2 Wed | Oct. 4 – 25 | 6:30 – 9:45 p.m.
4 sessions | Online
Instructor: Carole Williamson

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, 1hr SN.

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

A1 Online Self-paced 3-hr class Complete by Dec. 1

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. 1

Methods and Materials in Early Childhood Education

★ Part of a Workforce Training Certificate; see p.3

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

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

A1BP Online Aug. 28 – Dec. 15

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. 1

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. 1

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 Nov. 6

REGISTER NOW



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

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

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. 1

School-Age Care (SAC)

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

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

A2BP Online Sept. 11 – Dec. 15

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. 1

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
or contact Beth Lee at 410-386-8096.

001-02-23

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. 1

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. 1

LAW ENFORCEMENT AND LEGAL CAREERS

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

Paralegal Certification Course

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

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

A1B Online Aug. 21 – Dec. 1

A2B Online Oct. 16 – Feb. 23

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. 21 – Oct. 6

A2B Online Oct. 16 – Dec. 1

REGISTER NOW



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

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

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. 21 – Oct. 6

A2B Online Oct. 16 – Dec. 1

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. 21 – Oct. 6

A2B Online Oct. 16 – Dec. 1

TRANSPORTATION

Commercial (CDL) Truck Driver

Earn a Maryland Class A Commercial Driver's License in 8 weeks. Fall class dates are:

Sept. 5 – Oct. 30

Oct. 23 – Dec. 19

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

VETERINARY ASSISTANT

Preparation for the Veterinary Assistant Training Course Series

★ Part of a Workforce Training Certificate; see p.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 | \$182 (includes fees: \$122)

A2P Mon | Sept. 11 – 25 | 6 – 9:15 p.m.
3 sessions | Main Campus
Instructor: Beth Lee

Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

★ Part of a Workforce Training Certificate; see p.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 | \$1,384 (includes fees: \$797)

A2MP Wed, Mon | Sept. 27 – Jan. 17* | 6 – 9:15 p.m.
26 sessions | Main Campus
Instructor: Carole Contel
*No class 11/22, 12/18, 12/20, 12/25, 12/27, 1/1/2024, 1/15/2024

Veterinary Assist Training II Patient Care, Treatment, Surgery, Anesthesia, and Emergency Care

★ Part of a Workforce Training Certificate; see p.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 1: Outpatient Care, Diagnostics and Pharmacy.

VOC-692 | \$1,284 (includes fees: \$130)

A3P Mon, Wed | Jan. 22 – April 8* | 6 – 9:15 p.m.
21 sessions | Main Campus
Instructor: Carole Contel
*No class 3/18/2024, 03/20/2024

Veterinary Assistant Training III: Clinic Externship

★ Part of a Workforce Training Certificate; see p.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 Tue, Thu, Fri, Sat, Sun | Jan. 30 – April 2
Dates and times to be scheduled individually
46 sessions | Clinical Site
Instructor: Carole Contel

REGISTER NOW



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

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

English Language Conversation Groups

Practice your speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

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

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



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



096-05-23 1022 INF

ADULT BASIC EDUCATION

ACADEMIC TEST PREP

SAT/ACT Prep Series

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

ADS-105 | \$235 (includes fees: \$145)

B1 Online Aug. 16 – Oct. 20

A2 Online Sept. 13 – Nov. 24

B2 Online Oct. 18 – Dec. 22

C2 Online Nov. 15 – Jan. 19

D2 Online Dec. 13 – Feb. 23

SAT/ACT Preparation: Part 1

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

ADS-106 | \$135 (includes fees: \$79)

B1 Online Aug. 16 – Sept. 22

CAREER DEVELOPMENT

Help With Career Choices

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

XXB-138 | No Cost

A2 Online Sept. 1 – 30

B2 Online Oct. 1 – 31

C2 Online Nov. 1 – 30

D2 Online Dec. 1 – 31

ESOL

American English Pronunciation

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

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

A2B Tue, Thu | Oct. 3 – Dec. 14* | 6:30 – 8:30 p.m.
20 sessions | Online
Instructor: Michelle Muller
*No class 10/31, 11/23

Advanced English Preparation 1

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

ESL-096 | \$295 (includes fees: \$20) plus text

A2B Mon, Wed | Oct. 2 – Dec. 11* | 6:30 – 8:30 p.m.
20 sessions | Main Campus
*No class 11/22

Integrated Reading and Writing for English Learners 1

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

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

A2 Tue, Thu | Aug. 29 – Dec. 14*
11 a.m. – 12:45 p.m.
31 sessions | Main Campus
*No class 11/23

REGISTER NOW



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

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

Integrated Reading and Writing for English Learners 2

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

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

A2 Tue, Thu | Aug. 29 – Dec. 14*
11 a.m. – 12:45 p.m.
31 sessions | Main Campus
*No class 11/23

Grammar for ESL 

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

ESL-075 | \$139 (includes fees: \$85)

B1 Online Aug. 16 – Sept. 22
A2 Online Sept. 13 – Oct. 20
B2 Online Oct. 18 – Nov. 24
C2 Online Nov. 15 – Dec. 22
D2 Online Dec. 13 – Jan. 19



ENGLISH FOR RBT TRAINING

English for Registered Behavior Technicians

NO COST!

Bilingual Registered Behavior Technicians (RBTs) are in demand! RBT's work primarily with individuals on the autism spectrum in the home, community and school setting. Working under the close supervision of a behavior analyst, RBT's are responsible for the direct implementation of skill acquisition and behavior reduction plans. Students who wish to become RBTs and who have a first language other than English can learn the specialized English needed to successfully complete the RBT Workforce Training Certificate in this supplemental course. This course runs Tuesday and Thursday evenings while RBT Parts I & II are in session and is free to qualified students at the High Intermediate or Advanced level of ESOL.

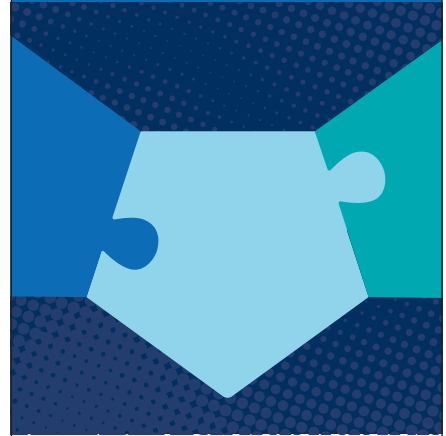
Contact Susan Leibman at 410-386-8646 or email esol@carrollcc.edu for more information and to register.

- Registered Behavior Technician® 40-Hour Training Part I 
- Registered Behavior Technician® 40-Hour Training Part II 

For complete course details, see page 36.

Interested in a degree?
Explore Carroll's CREDIT PROGRAMS
at www.carrollcc.edu/degree

Resolve Conflicts



MEDIATION CAN HELP WITH:

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

SERVICES ARE:

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

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

001-06-24.0523

REGISTER NOW 

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

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

GED® Test/High School Diploma Preparation

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

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

Fall classes start Tuesday, October 3.

You must attend a FREE information session before September 21 to be eligible for Fall classes. Registration for the info session is required. **Contact us today for available dates.**



“Imagine where you would be next year if you start now! Continuing my education and attending GED® classes was the best thing I ever decided to do. I hope all who are deciding to get their GED® will do it! I’m now working

towards becoming a Certified Medical Assistant. Dreams do come true.”

–Lyndsay Roselle, GED® graduate

Ready to get started? Contact us!

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



REGISTER NOW



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

ESOL (English for Speakers of Other Languages)

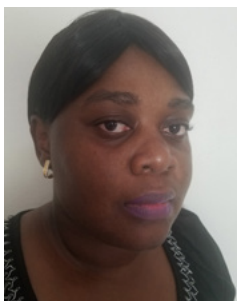
Learn to read, write and speak English in our ESOL classes.

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

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

Fall classes start Monday, October 2.

You must attend a FREE information session before September 20 to be eligible for Fall classes. Registration for the info session is required. **Contact us today for available dates.**



“Before I found online ESOL classes at Carroll Community College, I was unable to communicate with anybody. Online ESOL classes helped me to familiarize myself with the English language and American culture at the

same time. They gave me confidence and revealed a personality that my language barrier hid. Online ESOL classes helped me to improve my English and take care of my family at the same time because it’s online. I’m thankful to the wonderful group of teachers who are nice, patient and very dedicated.”

–Chanceline Kouang Mewa’a, 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
- On our website at
www.carrollcc.edu/esol
- Or use the QR code below:



REGISTER NOW



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

57

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

A photograph of a young woman with curly hair and a man with glasses, both smiling and wearing winter coats. The image is partially obscured by a large magenta diagonal shape on the left side of the page.

PERSONAL ENRICHMENT

Cultivate Your Creative Side
In an **Arts & Crafts** Class > page 59

Laugh & Learn with Your Child
By Taking a **Class2gether** > page 66

Care for Your Mind & Body
In a **Health & Wellness** Class > page 71

ART

Studio Art: Drawing and Painting

Students who have completed the course Drawing and Painting (Continuing) will work on independent projects and explore more advanced techniques in a variety of media.

PDE-102 | \$122 (includes fees: \$45)

4 Sessions

A2 Wed | Nov. 15 – Dec. 13 | 6:30 – 9 p.m.
4 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

8 Sessions

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

A2 Wed | Sept. 6 – Oct. 25 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

B2 Fri | Sept. 8 – Oct. 27 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

C2 Fri | Nov. 3 – Jan. 12* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 11/24, 12/22, 12/29*

Drawing and Painting: Beginning

Learn to draw and paint skillfully and beautifully by learning to see things differently, to see in ways not used in ordinary life. Enhance your creativity as you add the dimension of color. Hands-on exercises will focus on how to use color theory to achieve harmonious colors and how to see and efficiently mix specific desired hues.

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

A2M Mon | Sept. 11 – Oct. 30 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Drawing and Painting: Continuing

Expand your skills by exploring a variety of mediums. Learn how to perceive edges, spaces, relationships, lights and shadows to enlarge your understanding of drawing and painting principles. Work with your choice of media including colored pencil, pen and ink, acrylic, oil and watercolor. Returning students may work on independent projects.

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

A2M Mon | Sept. 11 – Oct. 30 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Painting the Self Portrait

You've drawn your portrait many times. Now take the next step! Explore the layered process of the painted self-portrait. Learn the basic painting techniques that provide the formal foundation for making works of psychological depth and impact. Charcoal studies lead to a finished acrylic painting.

DPM-091 | \$95 (includes fees: \$85)

A2M Mon | Nov. 6 – 27 | 6 – 9 p.m.
4 sessions | Main Campus
Instructor: Sean Boylan

FINE CRAFT

CERAMICS

Studio Ceramics

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

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

A2 Thu | Sept. 14 – Oct. 19 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem

B2 Thu | Oct. 26 – Dec. 7* | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem
**No class 11/23*

Intro to Throwing on the Potter's Wheel

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

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

A2 Tue | Sept. 12 – Oct. 3 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

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!



Call 410-386-8106 to get your party started!

121-09-23 0123

REGISTER NOW



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

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

Intermediate Throwing on the Potter's Wheel

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

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

A2 Tue | Oct. 10 – 31 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

Make Your Own Ceramic Pet Bowl!

Woof! Meow! Tweet! Honor your animals with this fun and interesting project. Customize your own pet bowl from slabs of clay. Choose a glaze that fits your fuzzy friend or your home décor. All supplies included.

DPM-090 | \$130 (includes fees: \$120)

A2 Sat | Nov. 18 – Dec. 16* | 9 – 11:30 a.m.
3 sessions | Main Campus
Instructor: Brooklyn Simmons
**No class 11/25, 12/9*

FLOWER ARRANGING

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 | \$70 (includes fees: \$60)

A2 Thu | Oct. 19 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

B2 Thu | Nov. 16 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

STAINED GLASS

The Art of Stained Glass I

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

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

A2 Fri | Sept. 15 – Oct. 20* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/22*

B2 Wed | Sept. 20 – Oct. 25* | 6:30 – 9 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/27*

Contemporary Glass Art Strip

Create a one-of-a-kind stained glass panel that will catch the sun and your imagination. Choose your design for a traditional look or create your own masterpiece. A lovely accent for your home and a great conversation piece. It would even make a personal gift. All materials provided.

XXZ-776 | \$70 (includes fees: \$60)

A2 Mon | Dec. 4 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

NEW! Fused Glass Lantern

Create a one-of-a-kind hangable lantern! Design your own unique fused glass inserts using colors of your choice. All materials are provided for a piece that is both functional and beautiful. Fun and relaxing. No experience is necessary.

DPM-088 | \$70 (includes fees: \$60)

A2 Mon | Oct. 2 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

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 | \$70 (includes fees: \$60)

A2 Thu | Nov. 9 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

B2 Thu | Nov. 16 | 10 a.m. – 12:30 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

Fused Glass Woven Basket

Create a unique 8 x 8 square fused glass woven basket. Use pre-cut glass to layer strips to create, when fused, a woven pattern. Perfect as a display piece or for fruit, candy or other goodies or as a gift. All supplies included.

DPM-083 | \$70 (includes fees: \$60)

A2 Mon | Nov. 6 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

Stained Glass Alley Cats

Learn basic glass cutting skills while making adorable Alley Cats. All materials provided to create a minimum of two cats. A variety of glass will be available for you to choose from. Cats measure approximately 4 inches long. This is a great way to introduce yourself to the art of stained glass!

DPM-069 | \$70 (includes fees: \$60)

A2 Thu | Oct. 5 & 12 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Cathy Trostle

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Carroll County residents: **DEDUCT \$10** per course
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NEW! Stained Glass Holiday Ornaments

Create one-of-a-kind holiday ornaments. Take a hammer to some glass and create holiday ornaments that are uniquely yours. Pick your design. No two ornaments will look the same! The ornaments can be used on a tree or as decorative accents. All supplies included.

DPM-089 | \$70 (includes fees: \$60)

A2 Wed | Nov. 29 & Dec. 6 | 6:30 – 9 p.m.
2 sessions | 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 | \$110 (includes fees: \$100)

A2 Wed | Nov. 1 – 15 | 6:30 – 9 p.m.
3 sessions | Main Campus
Instructor: Cathy Trostle

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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.

NEW! Aww Shucks! Oysters

Learn how to shuck an oyster! Learn about the life cycle of oysters and what gives them their merroir (and find out what that even means). After we shuck them, we will do a taste test with various toppings including mignonette, lemon and cocktail sauce. Course fee includes oyster shucker, shucking glove, six oysters and toppings.

C00-088 | \$82 (includes fees: \$72)

A2 Mon | Oct. 23 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center

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 | \$78 (includes fees: \$68)

A2T Sept. 5 & 12 | 2 sessions
Tue | Sept. 5 | 7 – 9 p.m.
Main Campus
Tue | Sept. 12 | 7 – 9 p.m.
Pub Dog Brewing Company
Instructor: George Humbert

Beyond Salad: Plant Based Cooking

Plant-based doesn't have to be boring. These plant-based dishes consist primarily of vegetables, fruits, nuts and legumes. They're packed with nutrients and vitamins, and they're great for keeping you feeling good. Explore the amazing tastes that just might make plant-based your new favorite!

C00-060 | \$78 (includes fees: \$68)

A2 Wed | Sept. 20 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

Blue Zone Cooking: Intro

Explore the way of eating that has yielded the statistically longest-lived people. Discuss why that food has enabled populations to elude chronic disease. Watch and cook along with a few of the recipes from the Blue Zones. Hands-on course.

C00-066 | \$78 (includes fees: \$68)

A2 Wed | Sept. 6 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

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 | \$80 (includes fees: \$70)

A2 Wed | Nov. 1 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

Blue Zone Cooking: Japan

Okinawa, the islands at the southern end of Japan, was once called the land of immortals. Okinawans have less cancer, heart disease and dementia, and women there live longer than any women on the planet. Watch and cook along with a few of the recipes from the world's longest-living women. Hands-on course.

C00-068 | \$82 (includes fees: \$72)

A2 Wed | Oct. 4 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

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Breaking a Bird

Don't fly the coop! Learn about all the steps needed and the necessary tools to break down a whole bird to create the cuts you want. Trim excess skin and fats for perfect cuts. Learn how to make your bird the way you like it. Demonstration course.

C00-062 | \$73 (includes fees: \$63)

A2 Mon | Nov. 13 | 6–9 p.m.
1 session | Carroll County Career & Tech Center

Cuban Cuisine

Cuban cuisine has evolved through centuries of social and political change. Join us for an exciting meal with appetizer, entree and dessert. Enjoy the varied and rich flavors of this amazing cuisine. Study the traditions of great Cuban chefs to use in your own kitchen. A hands-on experience.

C00-046 | \$77 (includes fees: \$67)

A2 Wed | Oct. 18 | 6–9 p.m.
1 session | Carroll County Career & Tech Center

NEW! Middle East Desserts

Join this unique and authentic experience to learn about Middle Eastern cooking! Learn to create classic desserts from traditional recipes. Watch a detailed demonstration as you are guided step-by-step through recipes and end with a tasting. We're bringing the taste of the Middle East right to you! Demonstration course.

C00-087 | \$73 (includes fees: \$63)

A2 Thu | Sept. 14 | 6–9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Syeda Khan

Start Your Own Edible Garden 

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. You'll begin by figuring out which type of garden is right for you. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard. You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. You'll even learn to understand fertilizers and make compost! Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

C00-058 | \$129 (includes fees: \$119)

B1 Online Aug. 16–Sept. 22

NEW! Sweets of the Season

Discover a variety of techniques to make quality desserts at home. Utilize make-ahead treats such as pies, cookies and cakes. Hands-on course.

C00-089 | \$73 (includes fees: \$63)

A2 Mon | Dec. 4 | 6–9 p.m.
1 session | Carroll County Career & Tech Center

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 | \$98 (includes fees: \$88)

A2 Thu | Nov. 2–16 | 7–9 p.m.
3 sessions | Main Campus
Instructor: Lora Andrews

HISTORY, CULTURE & WORLD VIEW

NEW! Battle of Brooklyn

The Battle of Brooklyn was the first and largest open-field battle of the War for Independence. Both British General William Howe's attack and George Washington's retreat were masterpieces of military planning and execution. Examine both and learn how the valiant, desperate stand of the "Maryland 400" saved the American Revolution.

HCW-124 | \$49 (includes fees: \$39)

A2 Tue | Nov. 7 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

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. 29 – Dec. 7* | 2 – 3:20 p.m.
29 sessions | Main Campus
Instructor: Katherine Fanning
**No class 11/23*

NEW! The Impending Crisis: The Road to Civil War

The Civil War lasted from 1861 to 1865 in the United States, but the tensions between the North and South dated to the very founding of the nation. What caused hostilities to finally explode? Examine the chain of events beginning with the Mexican-American War in 1846, which exacerbated the rift between North and South, culminating in the firing at Fort Sumter in April 1861. Examine the legal, political and social circumstances that seemed to lead the nation inevitably to Civil War.

HCW-125 | \$49 (includes fees: \$39)

A2 Thu | Sept. 7 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: Judy Morley

Williamsport, D.C.? How a Small Town In Western Maryland Vied Briefly to Become the Nation's Capital

On January 24, 1791, President George Washington informed Congress of the site selected to be the capital of the new United States of America. Explore the politics and process during the 1st Congress to find a suitable seat for the "federal city" and how Williamsport, Maryland came close to becoming the capital district.

HCW-117 | \$49 (includes fees: \$39)

A2 Tue | Oct. 10 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

LECTURE SERIES WITH DAVID BOOZ

NEW! Civil War - The March to Pennsylvania

The story of the battle of Gettysburg begins long before the actual battle breaks out and ends long after the smoke has cleared from the fields of Gettysburg. To understand the total situation of the campaign the class starts with the overall situation in May of 1863. We will look at the re-organization of both armies after the battle of Chancellorsville, and the political situation. Then we will examine the march by both armies to Gettysburg and the clashes they had up to June 30, 1863. Over 150,000 men were marching into Pennsylvania, and we will discuss the impact that they had on the area.

HCW-127 | \$49 (includes fees: \$39)

A2 Thu | Sept. 21 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! Civil War - Day One of the Battle of Gettysburg

The battle of Gettysburg starts early in the morning of July 1, 1863. Examine the movements of both sides and explore the fighting that occurred that day. Analyze the events of July 1 and see how the first day impacted the other days of the battle.

HCW-128 | \$49 (includes fees: \$39)

A2 Thu | Oct. 26 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! Civil War - Day Two of the Battle of Gettysburg

July 2, 1863, may very well be the most crucial day of the battle. The heavy fighting does not start until late in the day but it is one of the bloodiest days of the war. Examine the actions of both sides and analyze the effectiveness of the plans and actions of both armies. Look at how the second day of the battle impacted the third day.

HCW-129 | \$49 (includes fees: \$39)

A2 Thu | Nov. 16 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

WORLD VIEW

America in the Gilded Age and Progressive Era

Discuss political, social and cultural history of the United States from 1877 to 1920, as we transformed from a predominantly rural agrarian society to an urban industrial society, and from a continental power to a global power. Discuss changes and the resulting debates on issues related to immigration, urbanization, industrialization, labor and farmer unrest, the widening gap between rich and poor, the role of government and America's place on the world stage. Co-listed with credit.

PDE-106 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 29 – Dec. 7* | 12:30 – 1:50 p.m.
29 sessions | Learning Resource Center
Instructor: Robert Young
**No class 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. 30 – Dec. 6* | 12:30 – 1:50 p.m.
14 sessions | Online
Instructor: Donald Hoepfer
**No class 11/22*

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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. 28 – Dec. 6* | 12:30 – 1:50 p.m.
28 sessions | Main Campus
Instructor: Donald Hoepfer
**No class 9/4, 11/22*

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. 28 – Dec. 6*
9:30 – 10:50 a.m.
28 sessions | Main Campus
Instructor: Sarah Star
**No class 9/4, 11/22*

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.

HCW-133 | \$88 (includes fees: \$78)

A2 Mon | Oct. 9 – 23 | 6:30 – 8:30 p.m.
3 sessions | Learning Resource Center
Instructor: Paul Ruehs

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 | \$85 (includes fees: \$75)

A2 Wed | Oct. 11 – 25 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Robert Young

BANNED BOOK SERIES

Banned Book Series

Books unite us; censorship divides us. Each session features a book or collection of short books targeted with removal or restriction in libraries or schools. Critique a banned book and discuss censorship issues. Join both sessions or pick the one that interests you most. Students are encouraged to read or re-read the books prior to class to improve discussion.

HCW-024 | \$59 (includes fees: \$49)

A2 Sept. 19 & Oct. 17 | 2 sessions
Tue | Sept. 19 | 6:30 – 8:30 p.m.
Learning Resource Center
Tue | Oct. 17 | 6:30 – 8:30 p.m.
Learning Resource Center
Instructor: Ruth Ann Wood

Banned Books - To Kill a Mockingbird by Harper Lee

This Pulitzer Prize winning book, published in 1961, was the object of a large protest in 1966 in Hanover, VA. Over the last 50 years, Harper Lee’s first novel has appeared repeatedly on Banned Books lists throughout the country. Scout, the 6-year-old narrator, shares her remembrances of her life in small-town Alabama in the 1930s and her reflections on the racial turmoil that impacted her family.

HCW-130 | \$36 (includes fees: \$26)

A2 Tue | Sept. 19 | 6:30 – 8:30 p.m.
1 session | Learning Resource Center
Instructor: Ruth Ann Wood

Banned Books - The Hate U Give by Angie Thomas

This young adult novel has appeared on the American Library Association’s Banned Books list since its publication in 2017. Starr, the teenage narrator, reveals the conflicts in trying to balance her African American community and her suburban prep school friends. Starr shares her frustration as she tries to clarify her personal identity and responsibility with the expectations of her family, friends and community after a life-changing incident.

HCW-131 | \$36 (includes fees: \$26)

A2 Tue | Oct. 17 | 6:30 – 8:30 p.m.
1 session | Learning Resource Center
Instructor: Ruth Ann Wood

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THEATER

Acting for Non-Majors

Study the theory and basic principles of the creative processes of acting. Emphasis is given to the development and understanding of the practical application of acting through physical, vocal and creative exercises, improvisation, monologue and scene work. Other activities include play analysis, character analysis and written assignments. No prior acting experience necessary. Co-listed with credit.

HCW-120 | \$454 (includes fees: \$35)

A1 Tue, Thu | Aug. 29 – Dec. 7*
11 a.m. – 12:20 p.m.
29 sessions | Main Campus
*No class 11/23

Stagecraft

Survey the history and practice of the technical aspects of theatre, from ancient Greece to modern-day Broadway. Topics include set construction methods, stage lighting, painting techniques, stage properties, costuming and sound implementation. Students may work optional laboratory hours as arranged with instructor. Co-listed with credit

HCW-136 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 29 – Dec. 7* | 12:30 – 1:50 p.m.
29 sessions | Main Campus
*No class 11/23

NEW! Theatre Appreciation

Prepare for greater understanding and enjoyment of the theatrical arts, with attention to critical, aesthetic and practical aspects. Concentrate on various dramatic forms, historical backgrounds and contemporary practices in the staging, directing and performing of theatrical productions. Co-listed with credit.

HCW-126 | \$454 (includes fees: \$35) plus text

A1B Mon, Wed | Aug. 28 – Dec. 6*
9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 9/4, 11/22

HOME & HOBBY

FINANCIAL

Introduction to Stock Options 

Learn how stock options can protect your portfolio and help you profit in any type of market. You will begin by examining the origin of stock options and learn the real risks involved. Then, you will identify the jargon, symbols, and other peculiarities of options in a way that's easy to understand. You will explore exchange-traded funds (ETFs), which offer exciting option investments you may eventually consider.

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

B1 Online Aug. 16 – Sept. 22

Personal Finance 

Protect your assets and discover how best to achieve all your financial goals. This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future.

FIN-018 | \$139 (includes fees: \$85)


B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Stocks, Bonds, and Investing: Oh My! 

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

FIN-089 | \$135 (includes fees: \$79)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

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 | \$80 (includes fees: \$70)

A2 Tue, Thu | Nov. 7 & 9 | 6 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

Where Does All My Money Go? 

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt but don't know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren't many places that you can go to learn these principles, so take advantage of this opportunity to learn online.

XXO-227 | \$129 (includes fees: \$119)

B1 Online Aug. 16 – Sept. 22

GARDENING

NEW! Putting Your Garden to Bed and Fall Planting

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 | Sept. 14 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: Laura O'Callaghan

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Cool Classes 2gether

Learn, laugh and spend quality time with your pre-teen or teenager!

Fun, interactive classes for a parent — or grandparent, aunt, uncle or godparent — and child. Course cost includes one adult and one child ages 9 – 15.

Flying Drones Together



Discover how drones are used for fun and for business. Gain experience learning how to fly on drone simulators and then take to the sky using professional drones.

No prior experience necessary.

Instructor: Jeremy Roop

FAM-007-A2G | \$49 (includes fees: \$39)

Saturday, Sept. 9, 2 – 4:30 p.m. | Main Campus

Nature Nerds Family Hike



Enjoy an awesome 3 to 4-mile family hike at Hashawha Environmental Center! Learn about plants, critters and environmental issues. Meet at Bear Branch Nature Center parking lot. Call 410-386-8100 to register included child. Instructor: Carly Ferguson

FAM-008-A2G | \$61 (includes fees: \$51)

Saturdays, Sept. 16, 9:30 a.m. – 1 p.m.

Bear Branch Nature Center

Fused Together: Jack-O-Lantern



Create a unique Halloween suncatcher or wall hanging featuring a jack-o'-lantern! All materials are provided. Projects will be fired offsite and available for pickup at the College following the class. Call 410-386-8100 to register included child. Instructor: Cathy Trostle

FAM-006-A2GT | \$60 (includes fees: \$50)

Saturday, Oct. 14, 10 a.m. – 12 p.m. | Main Campus

Story Making Workshop for Families



Explore the art of story with a literature professor mother and her studio art professor son. Discuss and get hands-on with different ways to approach and publish, draw and perform a narrative.

FAM-005-A2G | \$85 (includes fees: \$75)

Saturdays, Oct. 21 & 28, 9:30 a.m. – 12 p.m.

Main Campus

Hands-On Ceramics: Holiday Ornaments



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 masterpieces a few weeks after class.

Instructor: Brooklyn Simmons

DPM-079-A2G | \$80 (includes fees: \$70)

Saturdays, November 4 & 11, 9:30 a.m. – 12 p.m.

Main Campus

Collaborate Kitchen: Holiday Dessert



Adults and kids create holiday desserts together using the techniques of real chefs. Learn your way around the kitchen, practice your measuring skills and discover how to make delicious treats.

COO-079-A2G | \$99 (includes fees: \$89)

Saturday, Dec. 2, 9 a.m. – 12 p.m. | Main Campus

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HOBBY

Intro to Basic Cold-Process Soapmaking

Learn a new skill, create unique gifts for friends and family, or make your household a bit more sustainable. Creating your own soap from scratch is exciting and fun! Learn basic terminology, formulation and techniques used in cold process soap-making. Create a fully cured and basic soap recipe from scratch.

LPC-022 | \$119 (includes fees: \$109)

A2 Tue, Thu | Sept. 26 & 28 | 6:30 – 9 p.m.
2 sessions | Main Campus

Introduction to Digital Scrapbooking

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images, the tools are all available to you. Come take your scrapbooking to a new level!

PDE-110 | \$125 (includes fees: \$75)

B1 Online Aug. 16 – Sept. 22

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

LANGUAGES

ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

FLC-202 | \$149 (includes fees: \$59) plus text

A2B Thu | Sept. 7 – Oct. 12 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Charlene Vandusen

ASL- Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

FLC-248 | \$149 (includes fees: \$59) plus text

A2BP Thu | Oct. 26 – Dec. 7* | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Rebekah Krolus-Scheffel
*No class 11/23

Beginning Conversational French



Learn how to communicate easily and comfortably with those who speak French. Learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language.

FLC-194 | \$125 (includes fees: \$75)

A2 Online Sept. 13 – Oct. 20

B2 Online Oct. 18 – Nov. 24

C2 Online Nov. 15 – Dec. 22

D2 Online Dec. 13 – Jan. 19

Elementary Spanish I

Elementary Spanish 1 is basic Spanish for students with little or no knowledge of the language. The course provides a solid foundation in the four language skills: listening, reading, writing and speaking, as well as grammar. Co-listed with credit.

FLC-272 | \$454 (includes fees: \$35) plus text

A1B Mon, Wed | Aug. 28 – Dec. 6
9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 9/4 11/22

Conversational Spanish

Incredible! Build your confidence, skills and expand prior learning. Review the essentials you need to understand and be understood. For students with prior Spanish experience.

FLC-281 | \$149 (includes fees: \$49)

A2 Tue | Sept. 12 – Oct. 17 | 6 – 8 p.m.
6 sessions | Main Campus
Instructor: Lara Truitt

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.

FLC-164 | \$129 (includes fees: \$105)

B1 Online Aug. 16 – Sept. 22

Interested in a degree?

Explore Carroll's
CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW



Continuing Education & Training:
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410-386-8100

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

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.



PHOTO: JACOB APE

Visit
www.carrollcc.edu/motorcycle
for details and class dates.

MOTORCYCLE & PERSONAL SAFETY

HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

PDE-080 | \$135 (includes fees: \$110)

A2T Sat | Oct. 21 | 8 a.m. – 12:15 p.m.
1 session | Main Campus

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit www.carrollcc.edu/CETregistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience, this course includes 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: \$164)

- E1 Aug. 16 – 18 | 3 sessions
Wed | Aug. 16 | 9 a.m. – 1 p.m.
Main Campus
Thu, Fri | Aug. 17 & 18 | 8 a.m. – 2:30 p.m.
Parking Lot

- F1 Aug. 23 – 25 | 3 sessions
Wed | Aug. 23 | 9 a.m. – 1 p.m.
Main Campus
Thu, Fri | Aug. 24 & 25 | 8 a.m. – 2:30 p.m.
Parking Lot

- A2 Sept. 6 – 10 | 3 sessions
Wed | Sept. 6 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 9 & 10 | 8 a.m. – 2:30 p.m.
Parking Lot

- B2 Sept. 13 – 17 | 3 sessions
Wed | Sept. 13 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 16 & 17 | 8 a.m. – 2:30 p.m.
Parking Lot

- C2 Sept. 20 – 24 | 3 sessions
Wed | Sept. 20 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 23 & 24 | 8 a.m. – 2:30 p.m.
Parking Lot

- D2 Sept. 27 – Oct. 1 | 3 sessions
Wed | Sept. 27 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 30 & Oct. 1 | 8 a.m. – 2:30 p.m.
Parking Lot

- F2 Oct. 18 – 22 | 3 sessions
Wed | Oct. 18 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 21 & 22 | 8 a.m. – 2:30 p.m.
Parking Lot

- G2 Oct. 25 – 29 | 3 sessions
Wed | Oct. 25 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 28 & 29 | 8 a.m. – 2:30 p.m.
Parking Lot

REGISTER NOW



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410-386-8100

Carroll County residents: **DEDUCT \$10** per course
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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. 15 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B2 Fri | Oct. 13 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Basic Rider Course 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions to use a college motorcycle:

TRA-060 | \$279 (includes fees: \$154)

A2 Fri | Sept. 8 | 8 a.m. – 4 p.m.
1 session | Parking Lot

B2 Fri | Oct. 13 | 8 a.m. – 4 p.m.
1 session | Parking Lot

Register for these sessions to use your own motorcycle:

TRA-060 | \$229 (includes fees: \$104)

A2CYC Fri | Sept. 8 | 8 a.m. – 4 p.m.
1 session | Parking Lot

B2CYC Fri | Oct. 13 | 8 a.m. – 4 p.m.
1 session | Parking Lot

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele, voice and more.

Applied Music Lessons - 30 Minutes

MSC-008 | \$415 (includes fees: \$405)

A1 Aug. 28 – Dec. 11*
15 sessions | Main Campus
To be scheduled individually
*No class 9/4

Applied Music Lessons - One Hour

MSC-010 | \$795 (includes fees: \$785)

A1 Aug. 28 – Dec. 11*
15 sessions | Main Campus
To be scheduled individually
*No class 9/4

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. 15 – Nov. 17 | 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. 15 – Nov. 17 | 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. 15 – Nov. 17 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Introduction to Music Technology

Apply concepts of music technology to music composition, recording, education and performance. Explore properties of sound, audio equipment, audio editing software, synthesis, MIDI (musical input digital interface), acoustics, effects and sequencing. Create digital music recordings and complete creative projects. Co-listed with credit.

MSC-063 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 29 – Dec. 7* | 2 – 3:20 p.m.
29 sessions | Main Campus
*No class 11/23

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410-386-8100

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

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. Students must bring their own instruments.

MSC-061 | \$130 (includes fees: \$120)

A2 Thu | Sept. 14 – Oct. 19 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: John Knoll

Fundamentals & Theory of Music 1

Examine the reading and writing of music and diatonic harmony as it pertains to all styles of music. Explore elements of music, notation and terminology, as well as theory, scale formation, triads, chords and their inversions. Review sight-singing, ear training and keyboard skills. Investigate principles of voice leading, four-part writing in root position and harmonic progression. Co-listed with credit.

MSC-005 | \$454 (includes fees: \$35) plus text

A1B Tue, Thu | Aug. 29 – Dec. 7*
10:40 a.m. – 12:25 p.m.
29 sessions | Main Campus
*No class 11/23

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. 28 – Dec. 4* | 7 – 9 p.m.
14 sessions | Main Campus
*No class 9/4

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. 29 – Dec. 5 | 9 – 11 a.m.
15 sessions | Main Campus

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 Wed | Aug. 30 – Dec. 6* | 5 – 7 p.m.
14 sessions | Main Campus
*No class 11/22

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. 29 – Dec. 5 | 5 – 7 p.m.
15 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 Wed | Aug. 30 – Dec. 6* | 2 – 4 p.m.
14 sessions | Main Campus
*No class 11/22

PHOTOGRAPHY

Operating Your Digital Camera

So you've switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

XXZ-358 | \$69 (includes fees: \$59)

A1 Wed | Aug. 30 & Sept. 6 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

A2 Sat | Sept. 23 & 30 | 9 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

B2 Tue | Oct. 24 & 31 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

C2 Sat | Dec. 2 & 9 | 9 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

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. 14 & 21 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

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Carroll County residents: **DEDUCT \$10** per course
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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.

XXZ-893 | \$69 (includes fees: \$59)

A2 Wed | Nov. 1 & 8 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

XXZ-566 | \$155 (includes fees: \$145)

A2P Tue | Sept. 19 – Oct. 17 | 6:45 – 9:15 p.m.
5 sessions | Main Campus
Instructor: Daniel Humphries-Russ

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 | \$110 (includes fees: \$100)

A2 Wed | Nov. 15 – Dec. 13* | 6:30 – 9 p.m.
4 sessions | Main Campus
Instructor: Walter Calahan
**No class 11/22*

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)

A2P Tue | Sept. 12 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

Photographing People

Take outstanding photographs of people whether candid or formal portraits. Plan your photo shoot, find locations, pose individuals and groups, edit and enhance your photos, share and present your creations. Explore the appropriate equipment to use and creative use of natural and artificial lighting setups. Prerequisite: Operating Your Digital Camera

PHO-002 | \$69 (includes fees: \$59)

A2 Wed | Oct. 11 & 18 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Travel Photography

Create inspiring photographs like those seen in the pages of your favorite travel magazine. See the world like a photographer. Discover the many types of travel photography - landscapes, nature, portraits and documentary. Find out what techniques and accessories will help you create more rewarding travel photographs on trips and vacations. Prerequisite: Operating Your Digital Camera

PHO-003 | \$99 (includes fees: \$89)

A2 Sat | Oct. 7 – 21 | 9 a.m. – 12 p.m.
3 sessions | Main Campus
Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Aquatic Fitness

Aquatic fitness classes are offered in partnership with the YMCA. Visit www.carrollcc.edu/CETRegistration for current class information and schedules.

Gentle Yoga

Stretches, postures and breathing exercises are adapted to your needs to bring calmness, stress reduction and a feeling of well-being. The stretches and simple yoga postures release tension and bring flexibility to the shoulders, neck, back, hips and legs. For beginners, those with specific limitations or recovering from injury, or experienced students desiring a more relaxed pace. Wear loose-fitting clothes and bring a yoga mat to class.

8 Sessions/90 minutes

XXZ-862 | \$126 (includes fees: \$116)

A2 Sat | Sept. 9 – Oct. 28 | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan

8 Sessions/60 minutes

XXZ-862 | \$88 (includes fees: \$78)

B2 Tue | Sept. 19 – Nov. 7 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

6 Sessions/90 minutes

XXZ-862 | \$97 (includes fees: \$87)

C2 Sat | Nov. 4 – Dec. 16* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
**No class 11/25*

5 Sessions/60 minutes

XXZ-862 | \$69 (includes fees: \$59)

D2 Tue | Nov. 14 – Dec. 12 | 7 – 8 p.m.
5 sessions | Main Campus
Instructor: Syeda Khan

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LaBlast - Fitness Powered by Dance

This partner-free dance fitness workout is perfect for all levels from beginners to experienced dancers. You will work through a diverse mix of famous ballroom dances such as Lindy Hop, Salsa, Jive, Foxtrot and more, set to music from various genres such as pop, rock, hip-hop and country.

XXQ-979 | \$135 (includes fees: \$125)

A2 Wed, Mon | Sept. 6 – Dec. 13* | 6:15 – 7:15 p.m.
28 sessions | Main Campus
Instructor: Lori Maccia
**No class 11/22*

MINDFULNESS SERIES

NEW! Introduction to Meditation: A Tool for Cultivating Everyday Mindfulness

Where your mind goes, your energy flows! Create a toolbox of meditation strategies to bring mindful moments to your daily life.

PDE-127 | \$29 (includes fees: \$19)

A2 Tue | Sept. 12 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

NEW! Yoga: More Than Movement

Yoga is more than movement on a mat. Asana (movement practice) is just one small piece of this beautiful ancient practice. Explore the Eight Limbs of Yoga, a road map for cultivating an authentic, heart-centered and purposeful life, as well as tools for navigating the twists and turns along the way.

PDE-138 | \$29 (includes fees: \$19)

A2 Tue | Sept. 19 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

NEW! Anatomy of Breath: Creating Awareness in Your Body

Explore how your mental, physical and emotional wellness is deeply tied to your breath and anatomy. Experience breathing techniques and simple movements that you can use at home to create a new awareness of life within your body.

PDE-130 | \$29 (includes fees: \$19)

A2 Tue | Sept. 26 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

NEW! Gentle Yoga: Mindful Movement for Balance and Awareness in Mind, Body, and Spirit

Have you ever wanted to try yoga but are unsure where to begin? Gentle yoga is a great place to start! Explore what elements make up a gentle yoga class, and how it is different from other yoga styles. Then give it a try in a 45-minute class to end the workshop. Beginner-friendly.

PDE-129 | \$29 (includes fees: \$19)

A2 Tue | Oct. 3 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Annie Cumberland

NEW! Discover Your Gift

Have you ever had periods in your life when you leaped out of bed in the morning to embrace your day? Once you lived that way, even for a few hours, you were never really satisfied with any other way of living, were you? We can't live this way all the time, of course. Life doesn't work that way. Sometimes we get into a dry spell. And maybe these dry spells are necessary for the vibrant days that follow. But what if we could live this way more often? Here is an experiment: Stop reading for a moment and ask yourself, Am I living fully right now? Am I digging down into my inner treasure trove of genius that sets me apart from everyone else and energizes me like nothing else? Do I still feel a calling in life and am I living it? If you'd like to explore your answers to these questions and discover, rediscover or renew that life force inside you, this class is for you.

PDE-132 | \$29 (includes fees: \$19)

A2 Tue | Oct. 10 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Michael Manion

NEW! Moving Forward With Curiosity

We spend a lot of time and energy moving against the parts of ourselves and other people that we don't like. Learn a model for how we can move towards those parts with curiosity and compassion in a way that can help us connect with ourselves and others and ultimately lead to healing. Use the framework of Internal Family Systems to investigate our inner lives to notice what is happening, understand why we do what we do, and what that part of us might need to create more space inside and increase our capacity to love ourselves and others.

PDE-136 | \$29 (includes fees: \$19)

A2 Tue | Oct. 17 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: April Herring

NEW! Self Care Through Introspection

When we have a sense that something is wrong, we try to use our brains to figure out what it is. But our feelings and our body can only tell us what is going on if we know how to tune in and listen to them. Use guided imagery and drawing to get in touch with your inner challenges and use your own wisdom to guide you toward answers.

PDE-137 | \$29 (includes fees: \$19)

A2 Tue | Oct. 24 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: April Herring

NEW! How to Create a Healthier Lifestyle

Learn how to make small behavior changes. Change small but change often. Set realistic wellness goals that you can sustain over your lifetime. Focus on the present. Put in the effort, with the conviction that if we keep showing up and slowly, and consistently put in the work, we will achieve. Healthy movement. Eating well. Better you!

PDE-134 | \$29 (includes fees: \$19)

A2 Tue | Oct. 31 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Margaret Rauser

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Maryland Non-Carroll County residents: **DEDUCT \$5** per course
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FITNESS

Intro to Pickleball

Come play Pickleball! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

XHW-001 | \$65 (includes fees: \$55)

A2 Fri | Sept. 1–29 | 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 | \$65 (includes fees: \$55)

A2 Fri | Oct. 6–Nov. 3 | 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 | \$65 (includes fees: \$55)

A2 Fri | Nov. 10–Dec. 15* | 1:15–2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood
**No class 11/24*

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. 7–Oct. 26 | 6:30–7:30 p.m.
8 sessions | Main Campus
Instructor: William Whitenton

6 Sessions

XXZ-155 | \$60 (includes fees: \$50)

B2 Thu | Nov. 2–Dec. 14* | 6:30–7:30 p.m.
6 sessions | Main Campus
Instructor: William Whitenton
**No class 11/23*

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. 7–Oct. 26 | 7:30–8:30 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

6 Sessions

XXZ-156 | \$60 (includes fees: \$50)

B2P Thu | Nov. 2–Dec. 14* | 7:30–8:30 p.m.
6 sessions | Main Campus
Instructor: Jerry Diamond
**No class 11/23*

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.

Beginner Hiking Series

Learn basic safety and hiking techniques, get in shape and explore some of the best hiking paths and trails in the surrounding area! In the first class, discuss survival and safety techniques including terrain, path markers, weather conditions, and clothing and footwear for basic hiking. Then put your skills to the test on three Saturday day hikes. Enjoy a different trail each week: Piney Run Park (3 miles), Hashawha Environmental Center (4 miles), and Manor Trail at Maryland Cunningham Falls Park (4 miles). 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. 14–Oct. 14 | 4 sessions
Thu | Sept. 14 | 6–8 p.m.
Main Campus
Sat | Sept. 16 | 9 a.m.–12 p.m.
Piney Run Park
Sat | Sept. 30 | 9 a.m.–12 p.m.
Hashawha Environmental Center
Sat | Oct. 14 | 9 a.m.–12 p.m.
Manor Trail at Maryland Cunningham Park
Instructor: Bud Grace

Hiking, Your New Adventure!

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

ADV-013 | \$45 (includes fees: \$35)

A2T Sat | Oct. 28 | 9 a.m.–12 p.m.
1 session | LaHo Trail at Codorus State Park
Instructor: Bud Grace
B2T Sat | Nov. 18 | 9 a.m.–12 p.m.
1 session | Mary Ann Furnace Trail
Instructor: Bud Grace

REGISTER NOW



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

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

Night Hike and Owl Prowl at Hashawha!

Join us at 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). Enjoy a fun and educational activity. Meet at the Bear Branch Nature Center at 300 John Owings Road Westminster.

ADV-019 | \$35 (includes fees: \$25)

A2T Fri | Oct. 6 | 7–9 p.m.
1 session | Hashawha/Bear Branch Nature Center
Instructor: Carly Miller

WRITING

NEW! Fall in Love With Romance Writers Workshop

Love a good love story? Do you have a romance you would love to write? Explore what makes a romance story successful. Discuss the basics of writing believable characters. Discover why some romances are more successful than others.

PWL-407 | \$52 (includes fees: \$42)

A2 Sat | Sept. 16 | 9 a.m. – 12 p.m.
1 session | Learning Resource Center
Instructor: Suzi Mazzenga

FUNDAMENTALS OF FICTION WRITING SERIES

NEW! The Fundamentals of Fiction Writing Series

Enhance your storytelling through group discussion and fiction writing exercises in this series of three workshops. Discuss the importance of character, dialogue and conflict and the roles each play in fiction. Register for the series for a lower cost or choose just the session you want!

PWL-408 | \$125 (includes fees: \$115)

A2 Mon, Wed | Sept. 18 – Oct. 4 | 5–6:30 p.m.
6 sessions | Learning Resource Center
Instructor: Jennifer Garrett

NEW! The Fundamentals of Fiction: Setting, Characterization and Plot

Establish the time and place of your story with setting details that paint vibrant pictures for your readers. Explore characterization and discuss best tips for creating a robust cast of characters. Learn about how to develop a complex plot that shapes your broader narrative.

PWL-409 | \$52 (includes fees: \$42)

A2 Mon, Wed | Sept. 18 & 20 | 5–6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

NEW! The Fundamentals of Fiction: Writing Believable Dialogue

Discover what makes interesting and uninteresting dialogue. Utilize tools to make your dialogue sound realistic while moving the plot forward. Discover how to make each character's "voice" sound distinct from others in the story. Bring readers into the conversation with great character dialogue.

PWL-410 | \$52 (includes fees: \$42)

A2 Mon, Wed | Sept. 25 & 27 | 5–6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

NEW! The Fundamentals of Fiction: Leveraging Tension and Conflict

Create suspense, even if you're not writing a suspense story. Tension and conflict are necessary for characters to learn and grow. Learn how to write tension between characters and during pivotal scenes and use conflict to provide crucial tension.

PWL-411 | \$52 (includes fees: \$42)

A2 Mon, Wed | Oct. 2 & 4 | 5–6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

The Psychology of Good Writing

To write about people well, writers must have a foundational understanding of psychology and how it might affect and influence the characters in their stories. Learn about behavior, personality, motivation, wants and needs, and how these can be developed in writing.

PWL-412 | \$52 (includes fees: \$42)

A2 Mon, Wed | Oct. 16 & 18 | 5–6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

NEW! Getting Published: Traditional and Self-Publishing

Whether it's an idea or a finished manuscript, get the tools you'll need to publish a book. Discover how to find the right publisher or learn about the process of self-publishing. Find out what to expect and what to look out for when signing the contract.

PWL-413 | \$52 (includes fees: \$42)

A2 Mon, Wed | Nov. 6 & 8 | 5–6:30 p.m.
2 sessions | Learning Resource Center
Instructor: Jennifer Garrett

ONLINE PARTNERSHIP CLASSES

Offered in partnership with Ed2Go. For additional online writing classes visit www.ed2go.com/carrollcc/

A to Z Grantwriting

Explore Non-Fiction Writing Genres Suite

Introduction to Screenwriting

Interested in a degree?

Explore Carroll's
CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW



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

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

Save time... register online! carrollcc.edu/CETRegistration

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. citizen | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) | Preferred Pronouns: | 2. Race, select one or more of the following categories: |
| <input type="checkbox"/> I am a Carroll County resident (deduct \$10 per course) | <input type="checkbox"/> She: She/Her/Hers | <input type="checkbox"/> White |
| <input type="checkbox"/> I am a Non-Carroll County Maryland resident (deduct \$5 per course) | <input type="checkbox"/> He: He/Him/His | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) | <input type="checkbox"/> Ze: Ze/Hir/Hirs | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> They: They/Them/Their | <input type="checkbox"/> American Indian or Alaska Native |
| | <input type="checkbox"/> Name: Use my name as pronoun | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

 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: **Deduct In-County/In-State Fees** _____
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157
Total Cost _____

 The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

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

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.
Signature (required) _____

 For Office Use Only: Rec by _____ Processor _____ Date _____ Phone Mail Walk-In Fax

 If paying with a credit card, register online at www.carrollcc.edu/CETRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Tuition \$200 or more?
 Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

 Charge to my:    

Credit Card Number _____ CID# _____

Note: Your CID# is the last three digits in the signature box on the back of your credit card.

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Information

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each

Information

textbook on the bookstore website (www.carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Labor Day: Sept. 2 – 4
Thanksgiving: Nov. 22 – 26
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 to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College
Washington Road Campus
1601 Washington Road, Westminster

Adult Education Programs
Multi-Service Center
224 North Center Street, Westminster

Carroll County Career and Technology Center (CCCTC)
1229 Washington Road, Westminster

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

Community Media Center
1301 Washington Road, Westminster

Y of Central Maryland
1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit www.carrolltransitsystem.com or call 410-363-0622.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

The Continuing Education Official College Record (transcript)

The Official Record documents:

All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410 386-8100.

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Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.

Index

4-Year Apprenticeship Programs.....	17	Battle of Brooklyn	63	Civil War - The March to Pennsylvania	63
A to Z Grantwriting.....	74	Behavioral Health	35	Clinical Patient Management	
Academic Test Prep	54	Beyond Salad: Plant Based Cooking	61	in Assisted Living	39
Accounting Fundamentals	23	Blogging and Podcasting for Beginners	23	CNA Preparation	47
Accounting Fundamentals Series	23	Blogging Workshop	21	Coding & Programming	31
ACE Personal Fitness Trainer.....	43	BLS Provider Renewal	38	Collaborate Kitchen: Holiday Dessert	66
Acting for Non-Majors	65	BLS Provider	37	Commercial (CDL) Truck Driver.....	53
Addictions and Substance Use Disorders		Blue Zone Cooking: Ikaria, Greece.....	61	Commercial Remote Pilot Pt. 1.....	33
(SUDs), Introduction to	35	Blue Zone Cooking: Intro.....	61	Commercial Remote Pilot Pt. 2.....	33
Additional Career Training	50	Blue Zone Cooking: Japan.....	61	CompTIA A+ (Exam Prep).....	15
Adobe Certified Professional in		Breaking a Bird.....	62	CompTIA Network+ (Exam Prep).....	15
Video Design (Vouchers Included)	30	Building Safety and Trust	26	CompTIA Network+ Certification Prep	30
Adobe Creative Cloud	30	Business Finance for Non-Finance		Computer and Technology	
Adult Basic Education	54	Personnel	23	Information Session	28
Advanced English Preparation 1.....	54	Business	20	Computers & Technology	28
Advanced Hospital Coding and CCS Prep		C++ for the Absolute Beginner	31	Construction Trades	34
(Voucher Included)	42	Cannabis and the Human Body,		Contemporary Glass Art Strip.....	60
Advanced Manufacturing	17	Introduction to	50	Crafting the Photograph: Level 1.....	71
Advertising on Social Media	32	Cannabis Careers, Exploring	50	Creating a Successful Business Plan	23
Amazon Web Services (AWS) Cloud Practitioner		Cannabis Entrepreneurship, Introduction to ..	50	Creating WordPress Websites	34
(Certificate).....	13	Cannabis Home Growing Basics	50	Cuban Cuisine.....	62
America in the Gilded Age and		Cannabis Information Session	50	Cybersecurity	29
Progressive Era	63	Cannabis Regulations	50	Death and Dying	63
American English Pronunciation	54	Career Here!		Dental Assistant (Certificate).....	8
Anatomy of Breath:		Workforce Training Certificates	3	Dental Assisting, Introduction to.....	38
Creating Awareness in Your Body.....	72	Carroll County Community		Developing Equity in	
And Away We Grow: Business Essentials	21	Mediation Center	55	Early Childhood Education	51
And Away We Grow: Marketing	21	CC SHRM Conference:		Digital & Social Media	32
Applications in Environmental Systems I.....	34	Professional Development Training.....	25	Digital and Social Media Professional	
Applications in Environmental Systems II	35	CDA Portfolio Development	50	(Certificate).....	13
Aquatic Fitness	71	Cell Phone Photography.....	71	Digital and Social Media Program Capstone ..	33
Art	59	Certificate in End of Life Care	39	Digital and Social Media, Introductory	
ASL- Level 2	67	Certified Business Data Analytics (CBDA)		Seminar in	32
ASL: Basic I.....	67	Prep Course	27	Digital Scrapbooking, Introduction to	67
Assisted Living Manager (Certificate).....	12	Certified Clinical Medical Assistant		Discover Your Gift.....	72
Assisted Living Manager.....	39	Orientation Session.....	45	Drawing and Painting: Beginning.....	59
AutoCAD 1 - Basic 2D	18	Certified Clinical Medical Assistant Part 1	45	Drawing and Painting: Continuing	59
AutoCAD Fundamentals Certificate	18	Certified Clinical Medical Assistant Part 2	45	Drones	33
Automotive Brake Systems.....	17	Certified Clinical Medical Assistant Part 3	46	Effective Business Writing	27
Automotive Electrical Systems	17	Certified Clinical Medical Assistant Part 4	46	Electrical Apprentice (Certificate).....	11
Automotive Suspension and		Certified Clinical Medical Assistant Part 5.....	46	Electrical Helper (Certificate).....	11
Steering Systems	17	Certified Clinical Medical Assistant Part 6.....	47	Emergency Medical Technician (Certificate).....	8
Automotive Technician (Certificate).....	4	Certified Nursing Assistant (CNA) (Certificate) ..	7	Emergency Medical Technician 1	41
Automotive Technician	17	Certified Nursing Assistant Training Part I.....	48	Emergency Medical Technician 2	41
Automotive Technician, Introduction to.....	17	Certified Nursing Assistant Training, Part II.....	48	Engaging Children With Remote Learning	51
Available Light Photography	70	Child Care Administration	51	English for Registered Behavior	
AWS Academy Cloud Foundations	31	Child Care Professional		Technicians	36
Aww Shucks! Oysters	61	Early Childhood Teacher (Certificate).....	6	English for Registered Behavior	
Banned Book Series.....	64	Child Care Professional		Technicians	55
Banned Books -		Infant/Toddler Teacher (Certificate).....	6	English Language Conversation Groups	
The Hate U Give by Angie Thomas.....	64	Child Care Professional		NO COST	54
Banned Books -		School Age Teacher (Certificate).....	6	Entrepreneurship (Certificate).....	5
To Kill a Mockingbird by Harper Lee.....	64	Child Care	50	Entrepreneurship	20
Basic Cold-Process Soapmaking, Intro to.....	67	Child Growth and Development	51	Entrepreneurship, Pathways to.....	21
Basic CompTIA A+ Certification Prep	31	Civil War - Day One of the		Entrepreneurship, Preparation for	
Basic Health & Safety Training	50	Battle of Gettysburg.....	63	Pathways to	20
Basic RiderCourse 2 - License Waiver.....	69	Civil War - Day Two of the		Environmental & Conservation	35
Basics of Beer Brewing.....	61	Battle of Gettysburg.....	63	ESOL	57

Index

Ethics.....	64	How to Start and Market Your Business		MHIC License Exam Prep	34
Exam Preparation for Industry Credentials.....	14	Online	22	Microsoft Office Skills: Building a	
Excel Level 1	28	Human Anatomy and Physiology	39	Strong Foundation.....	28
Excel Level 2	29	Human Resources for Professionals		Middle East Desserts	62
Executor in Maryland.....	65	and Certification Exam Preparation		Motorcycle & Personal Safety	68
Explore Non-Fiction Writing Genres Suite	74	(Exam Prep).....	14	Motorcycle Safety & Licensure Review.....	68
Fall in Love with Romance Writers		Human Resources for Professionals		Moving Forward with Curiosity.....	72
Workshop	74	and Certification Exam Preparation	25	Music Lessons, Applied - 30 Minutes	69
Financial Bootcamp for Non-Profit Agency		Human Resources.....	25	Music Lessons, Applied - One Hour.....	69
Professionals.....	27	HVACR Apprentice (Certificate)	11	Music Technology, Introduction to	69
Financial	29	HVACR Technician (Certificate).....	12	Music.....	69
Fine Craft.....	59	Illustrator Level 1.....	30	Nature Nerds Family Hike	66
Flower Arranging	60	Illustrator Level 2.....	30	Night Hike and Owl Prowl at Hashawha!.....	74
Flying Drones Together.....	66	Including All Children and the ADA	51	Nikon DSLR: Set-up and Functions	71
Focus, Resilience & Essentialism	26	Increasing Sales Through Business and		Nursing Admission Exam Prep	47
Food & Drink	61	Social Networking.....	22	Nutrition and Active Living	51
Forest Conservation Qualified Professional		InDesign Level 1.....	30	Operating Your Digital Camera	70
Training.....	35	Industrial Safety.....	18	Operational Management in	
Foundations for Healthcare Careers	44	Integrated Reading and Writing for		Assisted Living.....	39
Foundations of Aerial Photo and Data	33	English Learners 1.....	54	Optical Assistant, Become an	42
French, Beginning Conversational.....	67	Integrated Reading and Writing for		Oral Radiography	38
Fundamentals & Theory of Music 1.....	70	English Learners 2	55	OSHA 500 - Trainer Course in	
Fused Glass Lantern.....	60	IT Networking, Intro to	31	Occupational Safety and Health	
Fused Glass Snowflake.....	60	Java Programming, Introduction to	31	Standards for the Construction Industry.....	49
Fused Glass Weaved Basket.....	60	Jazz Combo.....	70	OSHA 510 - Basic Course for	
Fused Together: Jack-O-Lantern.....	66	Keyboarding	28	Construction Industry.....	49
GED® Test/High School Diploma Prep	56	LaBlast - Fitness Powered by Dance.....	72	OSHA 511-Basic Course in General Industry...	49
Gentle Yoga	71	Languages.....	67	OSHA/Safety/CPR	49
Gentle Yoga: Mindful Movement for		Law Enforcement & Legal Careers.....	52	Outdoor Adventure	73
Balance and Awareness in Mind,		Leadership Peer Advisory Group (LPAG)	26	Painting the Self Portrait.....	59
Body, and Spirit.....	72	Legal Nurse Consultant Training Course	52	Paralegal Certification Course	52
Getting Published: Traditional and		Legal Secretary Certificate Course	53	PC Security, Introduction to.....	29
Self-Publishing.....	74	Lift Truck Train the Trainer.....	49	PC Troubleshooting, Introduction to.....	29
GNA Skills Lab.....	48	Lightroom CC: The Digital Darkroom.....	71	Personal Finance	65
Grammar for ESL	55	Make Your Own Ceramic Pet Bowl!.....	60	Personal Fitness Trainer (Certificate).....	7
Guitar Ensemble	70	Management & Leadership	25	Pharmacy Technician (Certificate).....	9
Hands-On Ceramics: Holiday Ornaments.....	66	Management Development Training!.....	25	Pharmacy Technician Training I.....	43
Health are Training Info Session NO COST	35	Marketing Your Business on the Internet	24	Pharmacy Technician Training II.....	43
Health Information Technology	41	Maryland Hand Gun Qualification		Philosophy, Introduction to.....	64
Healthcare & Human Services.....	35	(HQL) Course.....	68	Phlebotomy Technician (Certificate).....	9
Heartsaver CPR AED.....	37	Maryland Real Estate Principles & Practices...	28	Phlebotomy Technician Training I: Theory.....	43
Heartsaver First Aid CPR AED	37	Mastery of Business Fundamentals	24	Phlebotomy Technician Training II: Clinical	44
Heartsaver First Aid.....	37	Materials and Machining.....	19	Phlebotomy Technician Training III: Clinical	44
Help With Career Choices	54	Medical Assistant (Certificate)	8	Photographing People.....	71
Hiking Series, Beginner	73	Medical Assistant.....	45	Photography	70
Hiking, Your New Adventure!.....	73	Medical Billing and Coding		Photoshop Level 1.....	30
History, Culture & World View	63	(Voucher Included)	42	Photoshop Level 2	30
Holiday Centerpieces	60	Medical Billing Specialist with Electronic		Piano Class for Adults - Beginner I.....	69
Home & Hobby	65	Health Records (Vouchers Included)	41	Piano Class for Adults - Continuing II	69
Home Improvement Contractor:		Medical Terminology:		Piano Class for Adults:	
MHIC Exam Prep (Exam Prep).....	14	A Word Association Approach	39	Accelerated Beginner.....	69
Home Inspection Training	27	Medicine Aide Training (Certificate).....	13	Pickleball II	73
Home Inspector (Certificate).....	10	Medicine Aide Update	48	Pickleball III	73
How to Create a Healthier Lifestyle	72	Meditation: A Tool for Cultivating Everyday		Pickleball, Intro to.....	73
How to Get Started in Game Development	32	Mindfulness, Introduction to.....	72	Positive Child Guidance and Discipline	51
How to Inspect for Moisture Intrusion	27	Mental Health First Aid.....	37	PowerPoint Level 1	29
How to Maximize the Value of Your Business	22	Methods and Materials in		Precision Machinist (Certificate).....	4
How to Pitch Your Business	22	Early Childhood Education	51	Precision Machinist	18

Index

Precision Measurement	18	Spanish I, Elementary	67	Transportation	53
Private Practice- Is It Right for You?	35	Spanish, Conversational	67	Travel Photography	71
Professional Preparation in Healthcare	39	Spanish, Speed	67	Truck Driver (Certificate)	12
ProRider Advanced Motorcycle		Stagecraft	65	UAS (Drone) FAA Remote Pilot (Certificate)	7
Skills Training	69	Stained Glass Alley Cats	60	UAS (Drone) FAA Remote Pilot (Exam Prep)	14
Putting the Success in Succession Planning	25	Stained Glass Holiday Ornaments	61	Understanding Accounting and	
Putting your Garden to Bed and Fall Planting	65	Stained Glass Holly Wreath	61	Financial Statements	21
Pyramid Model for Social and		Stained Glass I, The Art of	60	Understanding Business Insurance	21
Emotional Competence - Preschool	51	Stained Glass	60	Using Social Media in Business	24
Python 3 Programming, Introduction to	31	Start Your Own Arts and Crafts Business	24	Veterinary Assist Training I: Outpatient	
Python Developer	31	Start Your Own Edible Garden	62	Care, Diagnostics and Pharmacy	53
QuickBooks Online Certified User		Sterile Processing Technician (Certificate)	10	Veterinary Assist Training II	
Exam Prep	29	Sterile Processing Technician Training		Patient Care, Treatment, Surgery,	
QuickBooks Online Pt. 1	29	Fundamentals	44	Anesthesia, and Emergency Care	53
QuickBooks Online Pt. 2	29	Stock Options, Introduction to	65	Veterinary Assistant (Certificate)	5
QuickBooks Online Specialist (Certificate)	13	Stocks, Bonds, and Investing: Oh My!	65	Veterinary Assistant Training Course Series,	
QuickBooks Online Specialist Certification		Story Making Workshop for Families	66	Preparation for the	53
Preparation	15	Stress Free Guitar	70	Veterinary Assistant Training III:	
Radiation Safety Update	38	Studio Art: Drawing and Painting	59	Clinic Externship	53
Raising Money Through Crowd Funding	22	Studio Ceramics	59	Victim Advocacy Certificate Course	53
Ready, Set, Go!	20	Supporting Children with Disabilities	52	Video Game Design and Development	32
Real Estate Sales Agent (Certificate)	10	Sweets of the Season	62	Vocal Chamber Ensemble	70
Real Estate	27	Tai Chi, Fundamentals of	73	Website Development	23
Registered Behavior Technician		Tai Chi: Intermediate/Advanced	73	Welder/Advanced Welding (Certificate)	5
(Certificate)	9	Taking Learning Outside	52	Welding 2, Advanced	19
Registered Behavior Technician®		Tea From Plant to Cup	62	Welding, Advanced	19
40-Hour Training Part I	36	The Era of the American Civil War	63	Welding, Basic	19
Registered Behavior Technician®		The Fundamentals of Fiction Writing Series	74	Wellness & Outdoor Adventure	71
40-Hour Training Part II	36	The Fundamentals of Fiction:		Where Does All My Money Go?	65
Remote Flight, Advanced	33	Leveraging Tension and Conflict	74	Why Do Moral People Act Unethically?	
Resources That Guide Daily Planning	52	The Fundamentals of Fiction:		A Course for Human Resources	
RN Case Manager/Delegating Nurse in		Setting, Characterization and Plot	74	Professionals	25
Assisted Living	39	The Fundamentals of Fiction:		Williamsport, D.C.? How a Small Town	
Rock N' Roll Ensemble	70	Writing Believable Dialogue	74	In Western Maryland Vied Briefly to	
Rock N' Roll Ensemble, Advanced	70	The Impending Crisis:		Become the Nation's Capital	63
SAT/ACT Prep Series	54	The Road to Civil War	63	Word Level 1	28
SAT/ACT Preparation: Part 1	54	The Neuroscience of Childhood Trauma:		Word Level 2	28
School-Age Care (SAC)	52	Theory, Science, and Treatment		Workforce Training Certificates	
Screenwriting, Introduction to	74	Implications	36	for Career Advancement	12
Selecting America's Presidents:		The Psychology of Good Writing	74	Workforce Training Certificates for	
The Road From Washington to Biden	64	The Rolling Stones, Altamont, and the		Career Entry	4
Self Care Through Introspection	72	Death of the Sixties	64	Writing	74
SIDS	52	The Self-Aware Leader	26	Yoga: More Than Movement	72
Sleep and the Impact on Mental Health	36	Theater	65	Youth Mental Health First Aid	37
Small Business Marketing on a Shoestring	24	Theatre Appreciation	65		
Small Business Marketing Workshop	21	Throwing on the Potter's Wheel,			
Social Media Analytics: Measuring and		Intermediate	60		
Assessing Metrics and ROI	32	Throwing on the Potter's Wheel, Intro to	59		
Social Media Content Creation	22				
Social Media Strategies and Tactics	32				
Spanish for Behavioral Health Providers	36				
Spanish for Dentists and Dental Hygienists	38				
Spanish for Healthcare	39				

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5

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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!

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Register online 24/7 at www.carrollcc.edu/CETRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

Register in-person in Room A115 on the Washington Road Campus.
On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

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- Wellness & Outdoor Adventure
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