

WORK

HOME

SELF

BALANCE

Continuing Education & Training
Fall 2025 Class Schedule



*Something
for everyone!*



From Carroll to Career



Lisa Mount

Certified Clinical Medical Assistant completer

My journey to becoming a Certified Clinical Medical Assistant (CCMA) has been a long time in the making. I have worked in the medical field since graduating high school, but it wasn't until about 15 years ago that I began thinking about becoming a CCMA. However, being a wife, a mother to two young children, and working a full-time job, I always talked myself out of it by saying it wasn't the right time. Until one day I told myself, "If you don't do it now, you are never going to do it." It was then I enrolled in the Spring 2024 CCMA course at Carroll Community College. Nervous and quite frankly scared to death, I started classes in January. While you would think it would be easy for me, having already had years of experience in healthcare, there were so many new skills to learn.

Continued on page 27



Mike LaFaver

Veterinary Assistant program completer

I worked for nearly 25 years in the human resources and payroll field. I decided to make a change when my wife had the opportunity to purchase the veterinary practice where she worked. One phone call to Carroll Community College changed my professional life. I became a student in their Veterinary Assistant program. Here I was at 50, going back to college! My instructor was knowledgeable, experienced, and genuinely passionate about animal care and veterinary medicine. The supportive and hands-on learning environment made the lessons engaging and practical. I gained valuable skills in animal handling, medical terminology, and clinical procedures in class and at my internship.



Darrien Walsh

Automotive Technician program completer

Carroll gave me the solid foundation I needed to kickstart my career in the automotive industry. I enrolled in the Auto Technician program with zero experience, but left with the confidence, skills, and certification that helped me land a position at Valvoline Instant Oil Change, where I'm currently working and building hands-on experience every day. Choosing Carroll was an easy decision. It was local, affordable, and offered the kind of career-focused training I needed without spending years in school. Their Auto Tech program gave me a clear path into the industry, and now I'm excited to keep learning and growing in the field I love.

001-04-26 0625

See all job training programs on pages 3 – 13. ►

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Admissions for Degree Programs.....	410-386-8430
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WORKFORCE TRAINING CERTIFICATES

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Draw on Our Top-Notch Training

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Shift Your Career into High Gear

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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 (pages 59 – 60) 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/WBCERegistration
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

Scholarships
and stipends
are available!

**ASSISTANCE IS AVAILABLE
FOR STUDENTS TO:**

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

**Training starts soon,
so act fast!**



075-10-25-0924

For information,
call 410-386-8100 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
- VOC-789 ASE Engine Performance

Approximate Number of Hours
168

Approximate Training Cost
\$2,965

Licensure/Certification earned

Each class prepares students to test for the ASE individual certification in the respected area. Three entry-level 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.**

Assembler

Step into the fast-paced world of manufacturing and electronics. Get hands-on training in both mechanical and electronic assembly. With a focus on safety, theory, and real-world practice, learn precision measurement, schematic reading, and the safe use of hand tools and basic machinery. Master soldering techniques, circuit board handling, and prepare for the IPC J-STD-001 certification—the industry benchmark for electronic assembly.

Courses

- MFG-026 Mechanical Assembler
- VOC-808 Electrical Assembler

Approximate Number of Hours
55

Approximate Training Cost
\$1,449

Licensure/Certification earned

Students who successfully complete the program will be prepared and sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies

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Workforce Training Certificates for Career Entry

Hybrid/Electric Vehicle Technician

The next generation of cars are on the road and needing repair. Hybrid and Electric vehicles are becoming more popular and the demand for technicians is growing. Stay ahead of the curve with this innovative training. Topics range from safety and diagnostics to drive systems and battery systems. Perfect for experienced technicians looking to grow their knowledge and skills in this emerging technology.

Courses

VOC-790 ASE Light Duty Hybrid/Electric

Approximate Number of Hours

51

Approximate Training Cost

\$799

Licensure/Certification earned

Students with 3 years of full-time work experience will be prepared to sit for the ASE Light Duty Hybrid/Electric Vehicle Specialist (L3).

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

Welder/Advanced Welding

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

Courses

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

Approximate Number of Hours

120 hours

Approximate Training Cost

\$3,173

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-828 Professional Preparation for the Veterinary Assistant
VOC-829 Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy
VOC-830 Veterinary Assistant Training II: Patient Care and Treatment, Surgery, Anesthesia and Emergency Care
VOC-831 Veterinary Assistant Training III: Clinical Externship

Approximate Number of Hours

149 hours

Approximate Training Cost

\$2,565

Licensure/Certification Earned

None

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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. One-on-one consultation with your local Small Business Development Center (SBDC) included and required to sit for the Entrepreneurship and Small Business Certification exam.

Courses

SBD-009 Pathways to Entrepreneurship

Approximate Number of Hours

78 course hours plus additional consultation hours

Approximate Training Cost

\$1,129

Licensure/Certification Earned

Students are prepared to take the exam to earn the Entrepreneurship and Small Business Certification.

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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

\$2,296

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.

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

FITNESS

Personal Fitness Trainer

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

Courses

VOC-746 ACE Personal Fitness Trainer

Approximate Number of Hours

42 hours

Approximate Training Cost

\$574

Licensure/Certification Earned

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

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GET HELP PAYING FOR CAREER TRAINING

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

For info, visit
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or contact Beth Lee at **410-386-8096**.

075-02-24-1023

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

Certified Health Coach

Certified Health Coaches work in different settings such as health clubs, wellness centers, insurance companies and clinical offices to collaborate with clients and empower them to meet their goals and take ownership of their health and wellness.

Courses

AHE-392 Certified Health Coach

Approximate number of hours

45

Approximate Training Cost

\$574

Licensure/Certification Earned

Students are prepared to take the American Council on Exercise Certified Health Coach 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-257 CNA Preparation
AHE-315 BLS Provider or current AHA-BLS Provider CPR card

Courses

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

Approximate Number of Hours

132 hours (excluding prerequisites)

Approximate Training Cost

\$2,178 (excluding prerequisites)

Licensure/Certification Earned

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

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

Dental Assistant

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

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

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

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,970 (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.

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Carroll County residents: **DEDUCT \$10** per course
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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-402 Emergency Medical Technician 2

Approximate Number of Hours

158 hours

Approximate Training Cost

\$1,563

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 support patients, RNs and physicians in a healthcare setting.

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

451

Approximate Training Cost

\$5,433

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.

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

\$1,566 (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: 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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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

\$2,425 (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

\$590

Licensure/Certification Earned

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

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

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,627 (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 (IAHCSSM). 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.

Your job search starts here!



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Maryland senior adults pay **fees only**.

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

\$1,515

Licensure/Certification Earned

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

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

Real Estate Sales Agent

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

Courses

REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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

TRADES

Electrical 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.

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410-386-8100

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

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.

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.

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For info, visit

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WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

INFORMATION TECHNOLOGY

Digital Marketing Professional

The field of digital marketing is expanding rapidly, and companies are adopting digital strategies, requiring specialists to manage their online presence. Common entry-level roles include content writers, SEO specialists, social media coordinators, email marketing associates and more. Companies value creativity, drive and interpersonal skills over industry experience

Prerequisite Course

None

Courses (in order)

- MKT-012 Digital Marketing Planning & Strategizing
- MKT-013 Digital Marketing Content Creation & Tactics
- MKT-014 Digital Marketing Analytics

*This program includes synchronous and asynchronous learning.

Approximate Number of Hours

48 hours

Approximate Training Cost

\$1,039

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

CMP-123 QuickBooks Online

Approximate Number of Hours

60 hours

Approximate Training Cost

\$681

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.

SECURITY

Special Police Officer

Make a difference in your community as a Special Police Officer. Special police officers work in various environments including colleges and universities, K-12 school systems, court systems, retail establishments and restaurants, and hospitals and healthcare facilities. With a commission granted by the Governor, you'll be empowered to exercise police authority on specific properties, ensuring safety and security. Special Police Officer candidates must complete a minimum of 80 hours of training covering all state-mandated learning objectives before their employer can apply for a commission on their behalf.

Courses:

LAW-026

Approximate Number of Hours:

88 hours

Approximate Training Cost:

\$860

Licensure/Certification Earned:

Students who successfully complete this course will receive a certificate of completion that employers are required to submit to the Maryland State Police when applying for a Special Police Officer commission.

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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

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

\$642

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.

Your job search starts here!



COLLEGE CENTRAL NETWORK

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

001-15-23

TUITION \$200 OR MORE?

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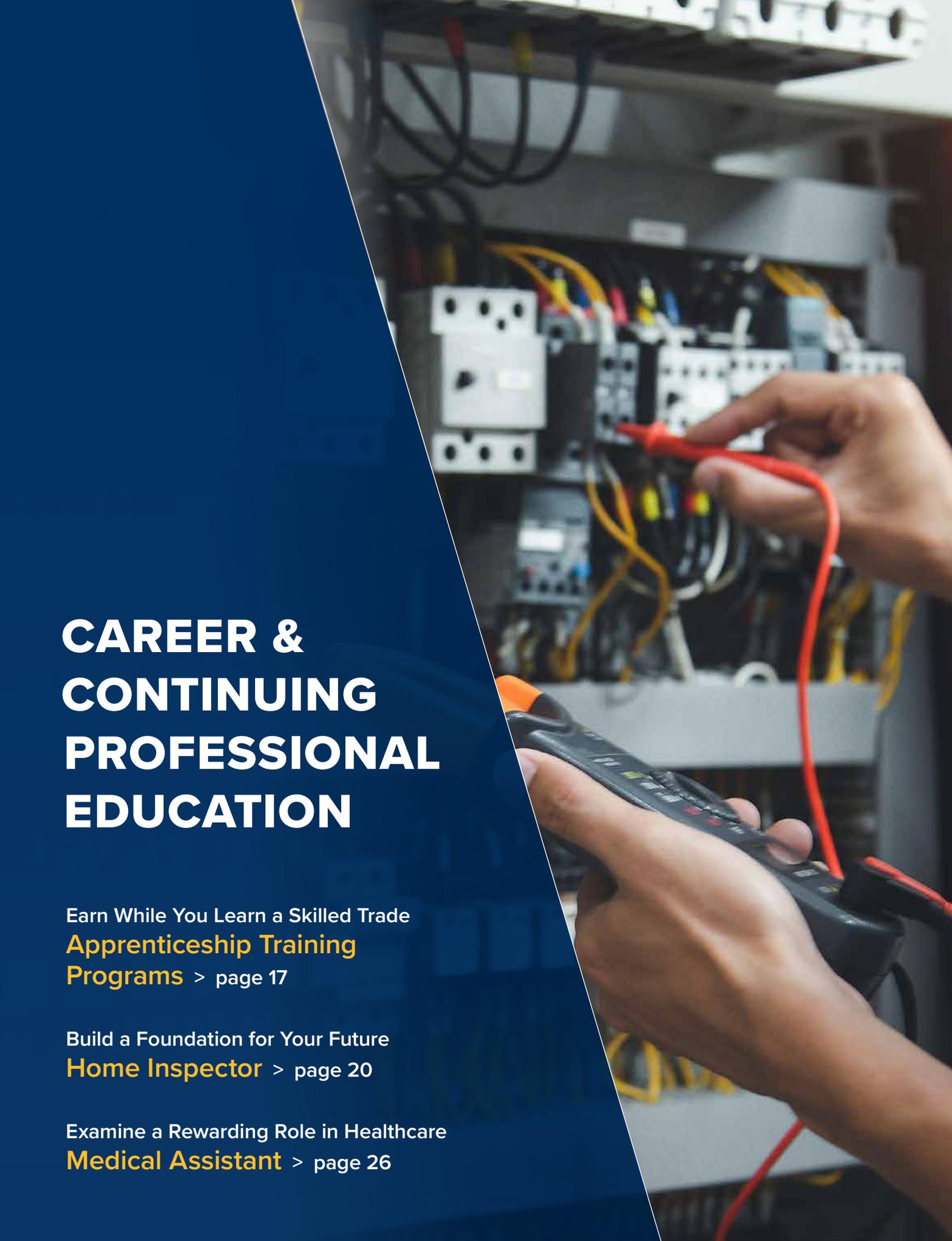
Visit
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A close-up photograph of a person's hands using a multimeter to test electrical wiring. The person is holding a red probe and a black probe, which are connected to a multimeter. The background shows a server rack with various cables and components. The image is partially obscured by a dark blue diagonal overlay on the left side.

CAREER & CONTINUING PROFESSIONAL EDUCATION

Earn While You Learn a Skilled Trade
**Apprenticeship Training
Programs** > page 17

Build a Foundation for Your Future
Home Inspector > page 20

Examine a Rewarding Role in Healthcare
Medical Assistant > page 26

ADVANCED MANUFACTURING

ASSEMBLY

NEW! Adaptive Assembly

This course covers many of the same topics as Mechanical Assembler but is designed for a reinforced learning style. Open to anyone, this course is paced to ensure thorough understanding and mastery of topics for individuals who prefer or require a supportive learning environment. Gain hands-on experience with precision measurement, hand tools, basic use of heavy machinery, and reading schematics. With a strong emphasis on safety and practical application, you'll gain the confidence to tackle real-world assembly projects.

MFG-027 | \$900 (includes fees: \$450)

A2 Mon, Wed | Sept. 3 – Dec. 17
6:30 – 8:30 p.m.
30 sessions | Main Campus

NEW! Mechanical Assembler

★ Part of a Workforce Training Certificate; see page 3

Embark on a fulfilling career in the dynamic manufacturing industry. Learn essential skills and knowledge to be successful in mechanical assembly. Dive into precision measurement, master the use of hand tools, learn basic use of heavy machinery, and develop your ability to read and interpret schematics. With a strong emphasis on safety and hands-on practice, you'll gain the confidence to tackle real-world assembly projects. Become part of a community of skilled professionals thriving in the ever-evolving world of manufacturing..

MFG-026 | \$325 (includes fees: \$150)

A2 Mon - Thu | Oct. 13 – 16 | 9 a.m. – 3 p.m.
4 sessions | Main Campus
Instructor: Melissa Messerschmidt

Electronic Assembler

★ Part of a Workforce Training Certificate; see page 3

Prepare for a rewarding career in the dynamic tech industry! Gain the fundamental skills and knowledge essential for success in electronic assembly and related industries. Explore the intricacies of soldering, master circuit board utilization, and hone mechanical assembly techniques using a variety of hand tools. Our well-rounded training program combines theory with practical hands-on experience, equipping you with the confidence to sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies. Elevate your career prospects and join the ranks of skilled professionals thriving in this dynamic field.

VOC-808 | \$1,124 (includes fees: \$825)

A2 Mon - Fri | Oct. 20 – 24
8:30 a.m. – 4:30 p.m.
5 sessions | Main Campus
Instructor: Melissa Messerschmidt

AUTOMOTIVE

Introduction to Automotive Technician

★ Part of a Workforce Training Certificate; see page 3

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

VOC-749 | \$349 (includes fees: \$240)

A2 Mon, Wed | Sept. 29 – Oct. 8 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Todd Renfro

Automotive Electrical Systems

★ Part of a Workforce Training Certificate; see page 3

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

VOC-750 | \$654 (includes fees: \$355)

A2P Mon, Wed | Oct. 13 – Nov. 24 | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Todd Renfro

Automotive Brake Systems

★ Part of a Workforce Training Certificate; see page 3

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

VOC-751 | \$654 (includes fees: \$355)

A2P Mon, Wed | Dec. 1 – Jan. 28* | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Todd Renfro
**No class 12/22, 12/24, 12/29, 12/31, 1/19*

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

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

Automotive Suspension and Steering Systems

★ Part of a Workforce Training Certificate; see page 3

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

VOC-752 | \$654 (includes fees: \$355)

A3P Wed, Mon | Feb. 4 – March 18 | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Todd Renfro

ASE Engine Performance

★ Part of a Workforce Training Certificate; see page 3

Prepare for the entry level ASE A8 Engine Performance test and learn to diagnose and repair vehicle drivability concerns. Topics include personal safety practices, diagnostic equipment usage, and following the 5-step repair process. Students will learn how to confirm a customer concern, define the problem using course information and other resources, isolate the concern with test equipment, and how to repair the concern properly and verify the repair correctly.

VOC-789 | \$654 (includes fees: \$355)

A4P Mon, Wed | April 6 – May 18 | 6 – 9:15 p.m.
13 sessions | Main Campus
Instructor: Todd Renfro

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see page 3

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

VOC-015 | \$805 (includes fees: \$465)

A2 Tue, Thu | Sept. 9 – Oct. 9 | 6 – 9:15 p.m.
10 sessions | Carroll County Career & Tech Center
Instructor: Harrison Wilt

B2 Mon, Wed | Nov. 3 – Dec. 8* | 6 – 9:15 p.m.
10 sessions | Carroll County Career & Tech Center
Instructor: Aaron Gilmore
**No class 11/26*

Advanced Welding

★ Part of a Workforce Training Certificate; see page 3

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

VOC-467 | \$1,059 (includes fees: \$659)

A2P Tue, Thu | Oct. 21 – Dec. 16* | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Harrison Wilt
**No class 11/4 11/27*

Advanced Welding 2

★ Part of a Workforce Training Certificate; see page 3

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

VOC-728 | \$1,309 (includes fees: \$909)

A2P Mon, Wed | Sept. 8 – Oct. 27 | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

A3P Tue, Thu | Jan. 6 – Feb. 24 | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

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OR MORE?**

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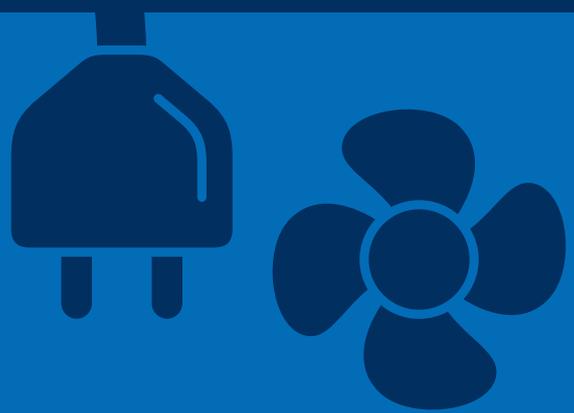
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Earn WHILE YOU Learn!



APPRENTICESHIP TRAINING PROGRAMS

Get paid to learn a dynamic field. Our apprenticeship programs, approved by the Maryland State Apprenticeship and Training Council, provide:

- Classroom training at Carroll
- On-the-job training at sponsoring employer
- Guaranteed progressive wages

AVAILABLE PROGRAMS

Electrical

Offered in partnership with Electrical Apprentice Program of Carroll County

Learn residential, commercial, and industrial electrical applications. This training program is designed to take a student from helper to registered journeyman.

HVACR

Offered in partnership with Heating and Air Conditioning Contractors of Maryland (HACCMD)

Learn to install, service, and repair heating & air conditioning systems in both residential and commercial settings.

Plumbing

Offered in partnership with Plumbing Apprentice Program of Carroll County

Learn residential, commercial, and industrial plumbing applications. This training program is designed to take a student from helper to registered journeyman.

Hospitality Management

Become a leader in the Hospitality industry. Gain hands-on experience working at top local venues such as hotels, entertainment centers, or senior living communities while pursuing an A.A.S. degree in Technical and Professional Studies.

For more details, please visit carrollcc.edu/apprenticeships



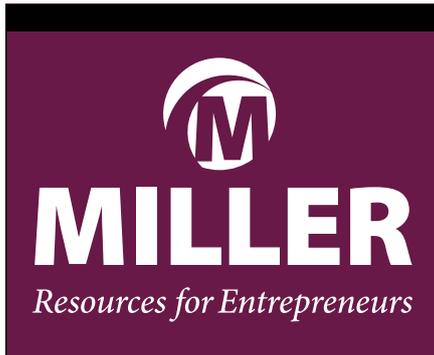
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MILLER
Resources for Entrepreneurs

Scholarship Fund



**Build your business...
and we'll help pay
for the training!**

Eligibility:

- You must reside in Carroll County.
- Your business must operate in Carroll County.
- Must be an MSB, SBD or SBA class or workshop.

Award total may include up to 75% of the cost for any new or existing business until funds are depleted.

001-15-25-0624 MIL

**For complete details
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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. 28 | 9 – 11 a.m.
1 session | Online

Pathways to Entrepreneurship

★ Part of a Workforce Training Certificate; see page 3

Have a business idea? Prepare for your venture into entrepreneurship. Entrepreneurs are most successful when equipped with knowledge and understanding of the business landscape. Find out everything you need to know to own and operate your business. Start your business on a solid foundation with core competencies including business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies, and more. The course will connect you with your local Small Business Development Center (SBDC) representative for required one-on-one consultation, after which you will have the opportunity to test for the Entrepreneurship and Small Business Certification.

SBD-009 | \$1,129 (includes fees: \$621)

A2 Online Oct. 13 – Dec. 12
Instructor: Kim Law

CONFIDENTIAL 1 ON 1 CLASSES & WORKSHOPS

Business Solutions offers personalized instruction tailored to your needs. These essential classes are offered 1 on 1 to ensure client confidentiality. Dates, times and locations (online or in person) will be scheduled as requested by the client.

Contact 410-386-8095 or email Business-Solutions@carrollcc.edu to get started.

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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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**.

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 | \$361 (includes fees: \$331)

Customized Business Development

This course is intended for start-up entrepreneurs and new business owners seeking to obtain personalized small business training and support. Receive up to 10-hours of training and support on topics that align with your unique needs, including business planning, website domain registration, website design, marketing concepts and basic financials. Appropriate templates and worksheets are provided.

MSB-094 | \$582 (includes fees: \$552)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

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 | \$306 (includes fees: \$276)

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Carroll County residents: **DEDUCT \$10** per course
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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

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 | \$278 (includes fees: \$249)

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 | \$278 (includes fees: \$249)

MANAGEMENT & LEADERSHIP

Contact Business Solutions at 410-386-8095 for additional management development programs and services.

REAL ESTATE

Maryland Real Estate Principles & Practices

* Part of a Workforce Training Certificate; see page 3

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 | \$945 (includes fees: \$695)

A2 Tue, Thu | Oct. 7 – Dec. 16* | 6 – 9:15 p.m.
20 sessions | Main Campus
Instructor: Stanley Dill
*No class 11/27

Home Inspection Training

* Part of a Workforce Training Certificate; see page 3

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 | \$1,515 (includes fees: \$865) plus text

A2 Tue, Thu | Sept. 16 – Dec. 18* | 6 – 9:15 p.m.
27 sessions | Main Campus
*No class 11/27

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Maryland senior adults pay **fees only**.

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Mac Essentials

Learn the basics of using a Mac in this short course. Learn how to navigate a Mac, manage files and folders, and get familiar with the interface. Whether you are familiar with only PC's or new to computers in general, this course will increase your knowledge of MacOS and make you more versatile in the world of technology.

CMP-113 | \$79 (includes fees: \$40)

A2 Mon, Wed | Oct. 20 & 22 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Lara Benstein

Microsoft 365 Cloud Management

Unlock the power of the Cloud to significantly boost productivity, collaboration and efficiency. Mastering cloud tools is essential in today's remote work environment. However, navigating the cloud landscape can be daunting without proper guidance. This course provides a roadmap for managing Microsoft 365 cloud services, focusing on OneDrive and SharePoint. Whether you're an educator, IT professional or business user, gain the skills needed to harness the full potential of Microsoft's cloud ecosystem. Experience with Microsoft 365 apps such as Teams, Word, Excel, etc is strongly recommended.

CMP-116 | \$180 (includes fees: \$120) plus text

A2B Mon, Wed | Nov. 10 – 24 | 6 – 8 p.m.
5 sessions | Main Campus
Instructor: Jessica Prejean

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 | Oct. 20 – Nov. 3 |
6:30 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Jessica Prejean

FINANCIAL

QuickBooks Online

QuickBooks Online prepares students in computerized accounting for online business. Using QuickBooks® Online accounting software, learn to manage QuickBooks setup and maintenance, manage lists, track sales and income, track purchases and expenses, create and customize reports, customize tools, save time using devices and software, and complete the payroll process. Upon completion, students are prepared for the Intuit QuickBooks Certified User Online certification exam, taken as the final assessment. Certification is not guaranteed. It is strongly recommended that students have basic technology skills in addition to accounting and/or book-keeping experience to be successful in this course.

CMP-123 | \$681 (includes fees: \$405)

A2B Sept. 2 – Dec. 19 | Online 24/7



The Digital Marketing Professional certificate supercharged my small business. I left each class energized with new ideas to add to my marketing plan, and I met colleagues and friends who are still a part of my life 6 years later. Now, as the instructor for the Digital Marketing Professional certificate program, I help students from all walks of life imagine what's possible for their brands, and learn more from each of them every year.

Katie Marinello

DIGITAL & SOCIAL MEDIA
COMPLETER

DIGITAL AND SOCIAL MEDIA

Digital Marketing Planning and Strategizing

★ Part of a Workforce Training Certificate; see page 3

Unlock your digital potential and dive into the world of digital marketing channels, strategy and planning. Learn to develop digital marketing goals, identify target audiences, select appropriate channels, create a robust digital marketing plan, and understand the critical role of branding. Ideal for aspiring digital marketers or those eager to leverage the power of social media marketing. Students are asked have access to a Social Media Business page (Facebook, Instagram, or LinkedIn recommended).

MKT-012 | \$275 (includes fees: \$125)

Online with 4 instructor-led sessions

A2 Sept. 22 – Oct. 1 | 4 sessions
Mon, Wed | Sept. 22 – Oct. 1 | 7:30 – 9 p.m.
Online/Instructor led
Sept. 23 – 30 | Online 24/7
Instructor: Katie Marinello

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

Digital Marketing Content Creation and Tactics

★ Part of a Workforce Training Certificate; see page 3

Build on foundational knowledge in this second course in digital marketing. Focus on digital marketing strategies and content creation. Learn to create and implement a content calendar using relevant and effective tactics. Gain hands-on experience crafting and implementing digital marketing campaigns, including both written and visual content. Upon completion, students will have the skills needed to develop and perform successful digital marketing campaigns. Prerequisite: Digital Marketing Planning and Strategizing.

MKT-013 | \$489 (includes fees: \$199)
Online with 7 instructor-led sessions

A2P Oct. 8 – Nov. 19 | 7 sessions
Wed | Oct. 8 – Nov. 19 | 7:30 – 9:30 p.m.
Online/Instructor led
Oct. 9 – Nov. 18 | Online 24/7
Instructor: Katie Marinello

Digital Marketing Analytics

★ Part of a Workforce Training Certificate; see page 3

Unleash data-driven insights in this final course in digital marketing. Master the art of using analytics to improve your marketing efforts. Topics include setting clear objectives, selecting key performance indicators (KPIs), and analyzing data from published content. Discover how to boost marketing effectiveness based on ROI, engagement and conversions. Prerequisite: Digital Marketing Content Creation and Tactics

MKT-014 | \$275 (includes fees: \$125)
Online with 4 instructor-led sessions

A2P Dec. 1 – 10 | 4 sessions
Mon, Wed | Dec. 1 – 10 | 7:30 – 9 p.m.
Online/Instructor led
Dec. 2 – 9 | Online 24/7
Instructor: Katie Marinello

DRONES (UAS)

Commercial Remote Pilot Pt. 1

★ Part of a Workforce Training Certificate; see page 3

Take the first step to becoming a commercial drone pilot. Learn the rules and regulations to become certified and start earning money with your drone. Review all the topics in the FAA Part 107 to ensure you are flying legally. It's not all book work 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 | \$642 (includes fees: \$442)

A2 Tue, Thu | Sept. 2 – 25 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Geoffrey Voigt

Commercial Remote Pilot Pt. 2

★ Part of a Workforce Training Certificate; see page 3

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

DRN-021 | \$519 (includes fees: \$300)

A2P Sept. 30 – Oct. 16 | 8 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Sept. 30 – Oct. 14 | 6:30 – 9 p.m.
Main Campus
Thu | Oct. 2 – 16 | 6:30 – 9 p.m.
Online
Sat | Oct. 4 & 11 | 9 a.m. – 3 p.m.
Main Campus
Instructor: Geoffrey Voigt

Advanced Remote Flight

★ Part of a Workforce Training Certificate; see page 3

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

DRN-022 | \$510 (includes fees: \$275)

A2P Oct. 30 – Nov. 22 | 5 sessions
Hybrid (online with one or more sessions held on campus)
Thu | Oct. 30 | 6:30 – 8:30 p.m.
Online
Sat | Nov. 1 – 22 | 9 a.m. – 3 p.m.
Main Campus
Instructor: George Colonna

Foundations of Aerial Photo and Data

★ Part of a Workforce Training Certificate; see page 3

Love capturing stunning aerial photos and videos but unsure how to make the most of them? Gain a solid foundation in editing with industry-leading software for both visual and data applications. Experience the art and science of processing your drone footage. Learn to present your edited images professionally, as if showcasing them to a potential client. Additionally, discover how to avoid personal risks and take the next steps in launching your own business with support from Miller: Resources for Entrepreneurs at Carroll Community College. Prerequisite: DRN-022

DRN-023 | \$625 (includes fees: \$330)

A2P Nov. 4 – Dec. 16* | 13 sessions
Hybrid (online with one or more sessions held on campus)
Tue, Thu | Nov. 4 – 20 | 6:30 – 8:30 p.m.
Main Campus
Tue, Thu | Nov. 25 – Dec. 16 | 6:30 – 8:30 p.m.
Online
Sat | Dec. 6 | 9 a.m. – 2 p.m.
Main Campus
*No class 11/27
Instructors: Lara Benstein, George Colonna

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Maryland senior adults pay **fees only**.

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 | \$265 (includes fees: \$163)

A2 Mon, Tue | Oct. 6 – 14 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Steve Klitsch

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

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

TEC-350 | \$700 (includes fees: \$440)

A2P Mon – Fri | Oct. 20 – 24 | 8 a.m. – 5 p.m.
5 sessions | Main Campus
Instructor: Jonathan Bowman

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

Mental Health First Aid

NO COST!

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

AHE-291 | No Cost

A2 Wed | Sept. 17 | 8:30 a.m. – 5 p.m.
1 session | Main Campus

B2 Thu, Fri | Oct. 9 & 10 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

C2 Mon, Tue | Nov. 17 & 18 | 12 a.m. – 4:30 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. 12 & 13
8:30 a.m. – 12:30 p.m.
2 sessions | Main Campus

A2 Tue, Wed | Dec. 2 & 3
8:30 a.m. – 12:30 p.m.
2 sessions | Main Campus

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician® 40-Hour Training Part I

★ Part of a Workforce Training Certificate; see page 3

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician® 40-Hour Training Part 1 and Part II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. These instructor-led, remote courses are offered using MS Teams and Canvas. Students must register for Registered Behavior Technician® 40-Hour Training Part 1 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 | \$305 (includes fees: \$160)

A2 Oct. 6 – 27 | 7 sessions
Mon, Wed | Oct. 6 – 22 | 6 – 9:15 p.m.
Mon | Oct. 27 | 6 – 8 p.m.
Online
Instructor: Crystal Opasina

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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Registered Behavior Technician® 40-Hour Training Part II

★ Part of a Workforce Training Certificate; see page 3

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

AHE-389 | \$305 (includes fees: \$160)

A2P Oct. 29 – Nov. 19 | 7 sessions
Wed, Mon | Oct. 29 – Nov. 17
6 – 9:15 p.m.
Wed | Nov. 19 | 6 – 8 p.m.
Online
Instructor: Crystal Opasina

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.

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 | \$88 (includes fees: \$69)

A1 Wed | Aug. 27 | 6 – 9:15 p.m.
1 session | Main Campus

A2 Wed | Nov. 12 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver CPR AED

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

AHE-379 | \$88 (includes fees: \$69)

A2 Mon | Oct. 20 | 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 | \$96 (includes fees: \$73)

A2 Sat | Nov. 1 | 9 a.m. – 2:15 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 | \$100 (includes fees: \$75)

D1 Sat | Aug. 23 | 9 a.m. – 4 p.m.
1 session | Main Campus

A2 Sat | Sept. 13 | 9 a.m. – 4 p.m.
1 session | Main Campus

B2 Sat | Sept. 27 | 9 a.m. – 4 p.m.
1 session | Main Campus

C2 Sat | Oct. 11 | 9 a.m. – 4 p.m.
1 session | Main Campus

D2 Sat | Oct. 25 | 9 a.m. – 4 p.m.
1 session | Main Campus

E2 Sat | Nov. 8 | 9 a.m. – 4 p.m.
1 session | Main Campus

F2 Sat | Dec. 13 | 9 a.m. – 4 p.m.
1 session | Main Campus

BLS Provider Renewal

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

AHE-064 | \$90 (includes fees: \$69)

A2P Sat | Sept. 20 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

B2P Thu | Oct. 16 | 5 – 9:15 p.m.
1 session | Main Campus

C2P Thu | Nov. 20 | 5 – 9:15 p.m.
1 session | Main Campus

D2P Mon | Dec. 8 | 5 – 9:15 p.m.
1 session | Main Campus

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

GENERAL HEALTHCARE EDUCATION

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

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. Internet access is required.

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

A2 Mon, Tue, Thu | Sept. 8 – 11 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Tracy Berends

HEALTHCARE OCCUPATIONS

DENTAL

Introduction to Dental Assisting

★ Part of a Workforce Training Certificate; see page 3

Gain entry-level dental assisting job skills. This hands-on course provides practice in a fully equipped dental operatory. Training includes practice using an intraoral scanner and 3-D printer, reflecting the evolving technology. 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 | \$1,045 (includes fees: \$610) plus text

A2BP Sept. 16 – Oct. 23 | 12 sessions
Tue, Thu | Sept. 16 – Oct. 2 | 5:30 – 9:45 p.m.
Tue | Oct. 7 | 5:30 – 9:45 p.m.
Thu, Tue | Oct. 9 – 21 | 5:30 – 9:45 p.m.
Thu | Oct. 23 | 5:30 – 9:45 p.m.
Main Campus
Instructor: Carol Bair

Oral Radiography

★ Part of a Workforce Training Certificate; see page 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. 28 – Dec. 16* | 14 sessions
Tue, Thu | Oct. 28 – Dec. 9 | 6:30 – 9:45 p.m.
Thu, Tue | Dec. 11 & 16 | 6:30 – 8:30 p.m.
Main Campus
*No class 11/27
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 Tue, Thu | Oct. 28 – Nov. 4 | 6:30 – 9:45 p.m.
3 sessions | Main Campus
Instructor: Carol Bair

EMT

Emergency Medical Technician 1

★ Part of a Workforce Training Certificate; see page 3

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

AHE-373 | \$1,042 (includes fees: \$580) plus text

A2B Sept. 4 – Dec. 18* | 44 sessions
Hybrid (online with one or more sessions held on campus)
Thu, Mon | Sept. 4 – Dec. 18 | 6 – 9 p.m.
Sat | Sept. 6 – Dec. 13 | 9 a.m. – 3 p.m.
Main Campus
*No class 11/27, 11/29

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Maryland senior adults pay **fees only**.

Emergency Medical Technician 2



★ Part of a Workforce Training Certificate; see page 3

Continue your Emergency Medical Technician training. Topics include trauma emergencies and appropriate treatment, EMS operations and Advance Support assistance, and special patient populations including obstetrics and neonatal care, pediatrics, geriatrics and patients with special challenges. Course includes classroom, distance learning, lab and ride-along hours. Classroom hours will be during the week and laboratory hours will be scheduled on weekends. 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-402 | \$541 (includes fees: \$323)

A2P Dec. 30 – Jan. 31* | 9 sessions

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

Thu, Mon | Jan. 5 – Jan. 29 | 6 – 9 p.m.

Sat | Jan. 10 – 24 | 9 a.m. – 3 p.m.

Main Campus

HEALTH COACH

Certified Health Coach



★ Part of a Workforce Training Certificate; see page 3

Use your passion for health and wellness to become a Certified Health Coach. Gain the knowledge and skills necessary to empower and guide your clients to make lasting behavioral changes. Topics include the art of coaching, nutrition, lifestyle and medical factors. Prepare for the American Council on Exercise Certified Health Coach Exam and gain the credentials to be recognized in a growing and evolving field. There is an additional cost for the ACE Health Coach Exam.

AHE-395 | \$584 (includes fees: \$438)

A2 Sept. 8 – Nov. 17 | 10 sessions

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

Sept. 8 – Nov. 17

Online

Mon | Sept. 8 – Nov. 17 | 5 – 7:30 p.m.

Main Campus

MEDICAL ASSISTANT

Certified Clinical Medical Assistant Orientation Session

This course will assist the student in preparing 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.

AHE-648 | No Cost

A2 Wed | Sept. 10 | 5 – 8 p.m.

1 session | Main Campus

Certified Clinical Medical Assistant Part 1



★ Part of a Workforce Training Certificate; see page 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) plus text

Hybrid (online with 4 sessions held on campus)

A2B Sept. 15 – Oct. 12

Sept. 15 – Oct. 12

Online

Wed | Sept. 17 - Oct. 12 | 5 – 9:15 p.m.

Main Campus

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Maryland senior adults pay **fees only**.

Certified Clinical Medical Assistant Part 2

★ Part of a Workforce Training Certificate; see page 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)

A2P Oct. 13 – Nov. 16
Oct. 13 – Nov. 16
Online
Wed | Oct. 15 – Nov. 12 | 5 – 9:15 p.m.
Main Campus

Certified Clinical Medical Assistant Part 3

★ Part of a Workforce Training Certificate; see page 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)

A2P Nov. 17 – Jan. 11
Nov. 17 – Jan. 11
Online
Wed | Nov. 19 – Jan. 7 | 5 – 9:15 p.m.
Main Campus

Certified Clinical Medical Assistant Part 4

★ Part of a Workforce Training Certificate; see page 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)

A3P Jan. 12 – Feb. 22
Jan. 12 – Feb. 22
Online
Wed | Jan. 14 – Feb. 18 | 5 – 9:15 p.m.
Main Campus
Sat | Feb. 7 | 9 a.m. – 12:15 p.m.
Main Campus
Sat | Feb. 14 | 9 a.m. – 4 p.m.
Main Campus



*Continued from
inside front cover:*

My instructor was amazing and became a great mentor to me. She encouraged me every step of the way and helped ease my terrible test anxiety. It became clear to me that I had picked the exact right time in my life and exactly the right place to pursue my goal. Since I had experience, I was also able to help my fellow students learn some of the skills. By August 2025 I was finally a CCMA, making me a greater asset at my job and able to perform duties I wasn't otherwise able to before becoming certified. Not too long after classes were over, I realized how much I missed being in the classroom and how much I enjoyed helping my classmates. I reached out to my instructor and asked if she would like some help in the classroom. I started coming in on an as-needed basis to help sign students off on their competency skills. I loved every minute of it! Before I knew it, I was asked to be an adjunct instructor for CCMA classes. I never thought my journey to becoming a CCMA would take me from being a student to being an instructor. If not for my CCMA instructor and Carroll, I would not have discovered just how rewarding teaching can be.

Lisa Mount

CERTIFIED CLINICAL MEDICAL
ASSISTANT COMPLETER

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410-386-8100

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

Certified Clinical Medical Assistant Part 5

★ Part of a Workforce Training Certificate; see page 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)

A3P Mon – Fri | Feb. 23 – March 6
9 a.m. – 3:30 p.m.
10 sessions | Clinical Site

Certified Clinical Medical Assistant Part 6

★ Part of a Workforce Training Certificate; see page 3

Certified Clinical Medical Assistant students who have successfully completed Parts 1-5 of the Certified Clinical Medical Assistant training continue and complete their clinical externship combining front and back medical office skills. Students must register for Medical Assistant Clinical 1 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)

A3P Mon – Fri | March 9 – 20
9 a.m. – 3:30 p.m.
10 sessions | Clinical Site

PERSONAL TRAINER

ACE Personal Fitness Trainer

★ Part of a Workforce Training Certificate; see page 3

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

VOC-746 | \$584 (includes fees: \$438)

A2 Tue, Thu | Sept. 2 – Dec. 18*
12:30 – 1:50 p.m.
31 sessions | Main Campus
*No class 11/27

PHARMACY TECHNICIAN

Pharmacy Technician Training I

★ Part of a Workforce Training Certificate; see page 3

Prepare to enter the fast-growing field of pharmacy as a pharmacy technician with employment opportunities in retail, home care or hospital settings. Learn the practice of pharmacy and prepare to take 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. 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 | \$729 (includes fees: \$384) plus text

A2B Sept. 15 – Oct. 20 | 16 sessions
Mon, Wed, Thu | Sept. 15 – Oct. 6
6 – 9:15 p.m.
Main Campus

Pharmacy Technician Training II

★ Part of a Workforce Training Certificate; see page 3

Complete your review of the top 200 drugs and continue practicing in the mock pharmacy. Learn about aseptic technique, sterile and nonsterile compounding, medication safety, inventory management, OSHA regulations and durable medical equipment. 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 | \$857 (includes fees: \$449)

A2P Oct. 22 – Dec. 8* | 19 sessions
Wed, Thu, Mon | Oct. 22 – Nov. 12
6 – 9:15 p.m.
Main Campus
*No class 11/26, 11/27

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 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. 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. 22 – Nov. 12 | 16 sessions
 Mon, Wed | Sept. 22 – Nov. 5 | 5:30 – 8:45 p.m.
 Main Campus
 Mon | Nov. 10 | 3 – 6:15 p.m.
 Carroll Hospital Center
 Wed | Nov. 12 | 5:30 – 8:45 p.m.
 Main Campus
 Instructors: Emma Eyler, Brian Rutledge

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

AHE-077 | \$755 (includes fees: \$367)

A2P Nov. 17 – Dec. 1 | 8 sessions
 Mon – Fri | Nov. 17 – 25 | 8 a.m. – 5 p.m.
 Local Health Labs
 Mon | Dec. 1 | 8 a.m. – 12 p.m.
 Local Health Labs
 Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

Refine your phlebotomy techniques in various local labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.

AHE-078 | \$755 (includes fees: \$367)

A2P Dec. 1 – 10 | 8 sessions
 Mon | Dec. 1 | 1 – 5 p.m.
 Local Health Labs
 Mon – Fri | Dec. 2 – 10 | 8 a.m. – 5 p.m.
 Local Health Labs
 Instructor: Emma Eyler

STERILE PROCESSING TECHNICIAN

Foundations for Healthcare Careers

★ Part of a Workforce Training Certificate; see page 3

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

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

A1BP Tue, Thu | Aug. 19 – Sept. 25 | 6 – 9 p.m.
 12 sessions | Frederick Community College

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
 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**.

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see page 3

Learn to work behind the scenes in health-care settings such as hospitals, surgical centers and physicians' offices to ensure medical instruments and equipment are properly cleaned, processed, assembled, sterilized, stored and distributed. This course includes a lecture and interactive lab component in the classroom providing hands-on experience. Topics include anatomy and physiology, microbiology, instrumentation, safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. Upon successful completion, students are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Material 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 | Sept. 30 – Dec. 9* | 6 – 9 p.m.
20 sessions | Frederick Community College
**No class 11/27*

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 | \$180 (includes fees: \$105)

A2 Online Oct. 1 – 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.**

CNA Preparation

Prepare for the rewards 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.

AHE-257 | \$289 (includes fees: \$171)

A2 Tue, Thu | Sept. 9 – 25 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: Nancy Rogers

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

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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 Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

Become a caring, efficient, safe, and professional member of the health care team. 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 National Aide Assessment Exam. Requires study time outside of class. Includes exams, 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 | \$1,346 (includes fees: \$795) plus text

A2BP Sept. 30 – Nov. 18* | 18 sessions

Tue, Thu | Sept. 30 – Nov. 18 | 5 – 9:15 p.m.

Sat | Oct. 11 – Nov. 15 | 8 a.m. – 4:30 p.m.

Main Campus

*No class 10/18, 11/1, 11/8

Certified Nursing Assistant Training, Part II

★ Part of a Workforce Training Certificate; see page 3

Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an MBON approved instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, white shoes, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Flu and Covid vaccines may be required. Cost includes required fingerprinting and the fee for the NNAAP 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 CNA skills lab (AHE-401) prior to the NNAAP exam. Refer to the course listing for the skills lab and register now.

AHE-580 | \$852 (includes fees: \$549)

A2P Nov. 20 – Dec. 7* | 8 sessions

Thu, Tue | Nov. 20 – Dec. 4 | 5:30 – 9:30 p.m.

Carroll Lutheran Village

Sat, Sun | Nov. 22 – Dec. 7 | 7 a.m. – 3:30 p.m.

Carroll Lutheran Village

*No class 11/27, 11/29, 11/30

Instructor: Danya Shumaker

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 | \$175 (includes fees: \$117)

A2P Mon | Sept. 8 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Jennifer Barnaby

B2P Mon | Nov. 10 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Jennifer Barnaby

CNA Skills Lab

Refresh your technique for all 21 performable skills required by the NNAAP certification exam. This class provides skills practice for nursing assistants who are preparing to take the NNAAP certification exam or for healthcare professionals who want to improve or update a particular CNA skill. Examples of skills include vital signs, positioning, ambulating, feeding, and bathing.

AHE-401 | \$150 (includes fees: \$100)

A3P Wed | Jan. 7 | 9 a.m. – 3:30 p.m.

1 session | Main Campus

A1P Wed | Aug. 20 | 9 a.m. – 3:30 p.m.

1 session | Main Campus

Instructor: Beverly Spicknall

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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 | \$96 (includes fees: \$73)

A2 Sat | Nov. 1 | 9 a.m. – 2:15 p.m.
1 session | Main Campus

OSHA

OSHA

The following courses, offered by Mid Atlantic OTI Education Center, are held at Carroll Community College, Host Training Organization. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

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

A1 Mon – Thu | Aug. 11 – 14 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

OSHA 2264 Permit Required Confined Space Entry

Learn the safety and health hazards associated with permit-required confined space entry. Topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage and training requirements.

VOC-112

A2 Mon, Tue, Wed | Sept. 15 – 17
8 a.m. – 4 p.m.
3 sessions | Main Campus

SAFETY

The following courses, offered by Chesapeake Region Safety Council, are held at Carroll Community College, Host Training Organization. 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 Thu | Sept. 18 | 8 a.m. – 4 p.m.
1 session | Main Campus

ADDITIONAL CAREER TRAINING

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.

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 | \$1,305 (includes fees: \$1,066) plus text

A1B Online Aug. 25 – Oct. 10

A2B Online Oct. 20 – Dec. 5

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 | \$1,105 (includes fees: \$906) plus text

A1B Online Aug. 25 – Oct. 10

A2B Online Oct. 20 – Dec. 5

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

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 | \$2,105 (includes fees: \$1,706) plus text

A1B Online Aug. 25 – Oct. 10

A2B Online Oct. 20 – Dec. 5

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. 25 – Oct. 10

A2B Online Oct. 20 – Dec. 5

SPECIAL POLICE OFFICER

Special Police Officer Academy

 Part of a Workforce Training Certificate; see page 3

Serve and protect your community as a special police officer. Learn about criminal law, field interrogation, court procedure, terrorism and gangs, defensive tactics, crisis intervention, and first aid and CPR. Special police officers may be employed by colleges and universities, K-12 school systems, court systems, retail establishments and restaurants, and hospitals and healthcare facilities. A special police officer must be at least 18 years old and hold a commission granted by the Governor. A commission authorizes the officer to arrest individuals who trespass or commit offenses on the property described in the commission and exercise other powers of a police officer on the property. Upon successful completion of this course, special police officer candidates will receive a Certificate of Completion that is required to submit when applying for a commission.

LAW-026 | \$860 (includes fees: \$400)

A3 Mon – Fri | Nov. 3 – 17 | 8 a.m. – 5 p.m.
11 sessions | Main Campus
Instructor: Albert Liebno

TRANSPORTATION

Commercial (CDL) Truck Driver

 Part of a Workforce Training Certificate; see page 3

Earn a Maryland Class A Commercial Driver's License in 8 weeks. Fall class dates are: **Sept. 29 – Nov. 21**

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

Hazardous Materials for Commercial Truck Drivers

This continuing education course prepares students for the Maryland CDL HazMat endorsement and provides instruction on the basic competencies of transportation for HazMat driver-trainees. Topics include the preparation and transportation of hazardous materials, understanding Pipeline & Hazardous Materials Safety Administration (PHMSA) incident reports, review of shipping labels and classes of bulk packages, vehicle fueling, HazMat driving regulations, Hazardous Materials Safety Permit requirements and acceptable hazardous materials for transport.

TRA-067 | \$180 (includes fees: \$160)

A2 Online Sept. 15 – Oct. 31

VETERINARY ASSISTANT

Professional Preparation for the Veterinary Assistant

 Part of a Workforce Training Certificate; see page 3

Begin your journey to become a veterinary assistant with this essential preparatory course. Required for all students entering the veterinary assistant program, this course covers key foundational skills including problem-solving, effective written and verbal communication, medication mathematics, confidentiality, professionalism and ethics. Gain the knowledge and skills needed to excel in both the classroom and clinical setting.

VOC-828 | \$130 (includes fees: \$70)

A2 Wed, Mon | Oct. 1 & 6
9:30 a.m. – 12:45 p.m.
2 sessions | Main Campus
Instructor: Michael LaFaver

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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**.

English Language Conversation Groups

Practice your speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

Groups meet Mondays at 5 p.m. at Carroll Community College's Main Campus (1601 Washington Road, Westminster, Rm. K219) and Tuesdays at 5:30 p.m. at Mt. Airy Elementary School (405 N. Main Street, Mt. Airy).

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.



001-06-25-0524 AEP

Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy

★ Part of a Workforce Training Certificate; see page 3

Gain a comprehensive introduction to veterinary medicine. Explore the veterinary profession, focusing on office and client relations, client history taking, and exam room procedures. Key topics include animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures. Learn about various laboratory tests, the use of microscopes, common veterinary drugs, and radiology techniques. Prerequisite: Professional Preparation for the Veterinary Assistant.

VOC-829 | \$1,340 (includes fees: \$840)

A2P Oct. 8 – Dec. 10* | 18 sessions
 Wed | Oct. 8 | 9:30 a.m. – 12:45 p.m.
 Main Campus
 Mon, Wed | Oct. 13 & 15 | 9:30 a.m. – 12:45 p.m.
 Off-Site
 Mon, Wed | Oct. 20 – Dec. 10
 9:30 a.m. – 12:45 p.m.
 Main Campus
 *No class 11/26
 Instructor: Kimberly Haga

Veterinary Assistant Training II: Patient Care, Treatment, Surgery, Anesthesia and Emergency Care

★ Part of a Workforce Training Certificate; see page 3

Gain expertise in veterinary assistant inpatient care and clinical procedures. Topics covered include patient medication, animal nutrition, fluid therapy, and therapeutic techniques. Develop essential skills for surgery and emergency care, such as anesthesia, surgery preparation, first aid, emergency procedures, CPR, and critical care. Prerequisite: Veterinary Assistant Training I.

VOC-830 | \$790 (includes fees: \$480)

A2P Dec. 15 – Feb. 11* | 13 sessions
 Mon, Wed | Dec. 15 – Jan. 14
 9:30 a.m. – 12:45 p.m.
 Main Campus
 Wed | Jan. 21 | 9:30 a.m. – 12:45 p.m.
 Off-Site
 Mon, Wed | Jan. 26 – Feb. 11
 9:30 a.m. – 12:45 p.m.
 Main Campus
 *No class 12/22, 12/24, 12/29, 12/31
 Instructor: Kimberly Haga

Veterinary Assistant Training III: Clinical Externship

★ Part of a Workforce Training Certificate; see page 3

Observe and practice the skills you have learned in this hands-on, individually scheduled clinical externship. Receive practical training in preventive medicine, nutrition, husbandry, animal behavior, handling and restraint, medical management, and laboratory techniques under the direct supervision of veterinary staff. Reliable transportation is required, and availability on weekdays, weekends, and holidays may be necessary for successful completion. Prerequisite: Veterinary Assistant Training I and II.

VOC-831 | \$305 (includes fees: \$165)

A2P Mon – Sat | Nov. 12 – Feb. 4
 85 sessions | Clinical Site
 Dates and times to be scheduled individually
 Instructor: Michael LaFaver

ADULT BASIC EDUCATION

CAREER DEVELOPMENT

Help With Career Choices 8

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

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
 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 for Registered Behavior Technician (RBT)

Bilingual Registered Behavior Technicians (RBTs) are in demand! 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, RBTs are responsible for the direct implementation of skill acquisition and behavior reduction plans. Students who wish to become RBTs and have a first language other than English can learn the specialized English needed to successfully complete the RBT Workforce Training Certificate. This course is free to qualified students at the High Intermediate or Advanced levels of ESOL. Contact Susan Leibman at 410-386-8646 or email esol@carrollcc.edu for more information and to register.

ESL-101 | No Cost

A2 Tue, Thu | Sept. 23 – Dec. 9*
6:30 – 8:30 p.m.
22 sessions | Online
Instructor: Kathleen Thayil
**No class 11/27*

Registered Behavior Technician® 40-Hour Training Part I

Registered Behavior Technician® 40-Hour Training Part II

For complete course details see pages 23 – 24.

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 | \$315 (includes fees: \$20) plus text

A2B Tue, Thu | Oct. 7 – Dec. 16*
6:30 – 8:30 p.m.
20 sessions | Online
**No class 11/27*

Advanced English Preparation

This course is designed for English language learners who want to improve 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 is recommended. Contact 410-386-8646 or esol@carrollcc.edu to schedule your placement counseling session.

ESL-102 | \$365 (includes fees: \$20) plus text

A2B Wed, Mon | Sept. 24 – Dec. 17*
6:30 – 8:30 p.m.
24 sessions | Main Campus, K205
Instructor: Laura Ryniak-Corns
**No class 11/26*

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 | \$710 (includes fees: \$142)

A2 Wed, Mon | Sept. 3 – Dec. 17*
5:30 – 7:20 p.m.
30 sessions | Main Campus
**No class 11/26*

B2 Tue, Thu | Sept. 2 – Dec. 18*
11 a.m. – 12:50 p.m.
31 sessions | Main Campus
**No class 11/27*

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 | \$710 (includes fees: \$142)

A2 Wed, Mon | Sept. 3 – Dec. 17*
5:30 – 7:20 p.m.
30 sessions | Main Campus
**No class 11/26*

B2 Tue, Thu | Sept. 2 – Dec. 18*
11 a.m. – 12:50 p.m.
31 sessions | Main Campus
**No class 11/27*

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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, Oct. 7

You must attend a FREE information session before Sept. 22 to be eligible for classes. Registration for the info session is required.

Contact us today for available dates.



“It took me a long time to make the decision to sign up for classes, but I am happy that I took the step toward getting my GED® diploma. This will help me get a better life and earn more money. It is not always easy to be an adult student, but the effort pays off. After my

classes, I watch videos and complete assignments to study more and I am seeing the results. Students, keep on pushing. You will succeed in the end!”

—Annette Igidimba, GED® student

Ready to get started? Contact us!

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



REGISTER NOW



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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, Oct. 6

You must attend a FREE information session before Sept. 22 to be eligible for classes. Registration for the info session is required.

Contact us today for available dates.



*"This is my first time taking online ESOL classes. **The online registration was easy, and the instructions were simple to follow. I love the online classes because I am learning a lot and they save me a lot of time driving to class. My teacher is very***

nice and patient. I just passed my naturalization test and became a U.S. citizen because I had improved my English through the ESOL classes. Thanks teacher!"

—Jimmy Wei, 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:



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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**.

OPEN HOUSE

Wednesday, October 29 | 6 – 8 p.m.

EVERYONE IS INVITED!

Drop in to 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 – 13 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

ATTEND INFORMATION SESSIONS:

- Licensure and certification career training programs
- Admissions and aid; course planning and transfer; student involvement
- Information session in Spanish covering programs, scholarships and other helpful info
Confirme asistencia a www.carrollcc.edu/casaabierta
- Programs and opportunities in technology

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.

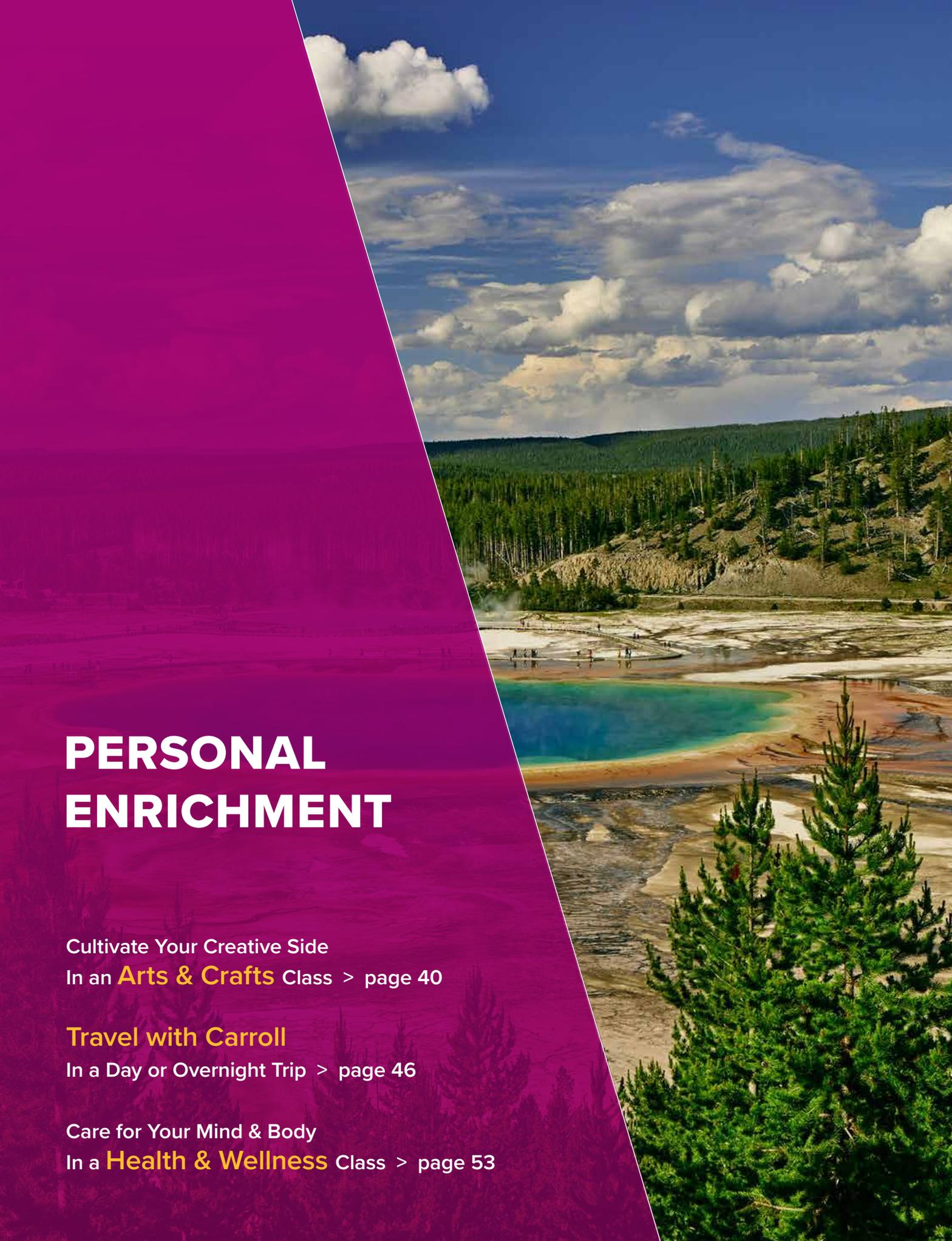
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PERSONAL ENRICHMENT

Cultivate Your Creative Side

In an **Arts & Crafts** Class > page 40

Travel with Carroll

In a Day or Overnight Trip > page 46

Care for Your Mind & Body

In a **Health & Wellness** Class > page 53

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
6 Sessions | \$181 (includes fees: \$75)

A2 Wed | Nov. 5 – Dec. 17* | 6:30 – 9 p.m.
6 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
**No class 11/26*

PDE-728
8 Sessions | \$239 (includes fees: \$75)

A2 Wed | Sept. 10 – Oct. 29 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

B2 Fri | Sept. 5 – Oct. 24 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

C2 Fri | Oct. 31 – Jan. 9* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 11/28, 12/26, 1/2*

Drawing and Painting: Beginning

Embark on a creative journey. Equip yourself with the foundational skills to produce your own unique artwork. Dive into the world of drawing with the initial four sessions, each dedicated to a fundamental aspect of the craft. Enhance your drawing abilities and lay the groundwork for the painting. Engage in a series of swift painting exercises and gain proficiency in color mixing, paint application, and developing your personal artistic style and color palette.

PDE-808 | \$239 (includes fees: \$75)

A2M Mon | Sept. 8 – Oct. 27 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Drawing and Painting: Continuing

Advance your artistic talents. Build upon the foundation with a more sophisticated and self-directed learning experience. Choose your preferred medium and tailor your education with four curricular paths: tackle a more complex version of the beginner's curriculum; re-examine core drawing lessons such as perspective, negative space and composition through the lens of painting; explore a unique instructor-provided painting exercise each class; and design a personalized study plan with the instructor focusing on a particular drawing or painting technique you wish to master.

PDE-809 | \$239 (includes fees: \$75)

A2M Mon | Sept. 8 – Oct. 27 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Relief Printmaking 1

Investigate traditional and experimental relief processes including woodcut, linocut and stampmaking. Explore monochromatic and polychromatic techniques along with elements of printmaking in the art historical canon. Some art experience is preferred. Two hours lecture with optional two hours laboratory each week. Co-listed with credit.

DPM-113 | \$454 (includes fees: \$75) plus text

A2B Tue, Thu | Sept. 2 – Dec. 11*
3:30 – 5:25 p.m.
29 sessions | Main Campus
Instructor: Jessi Hardesty
**No class 11/27*

FINE CRAFT

CERAMICS

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 | \$185 (includes fees: \$175)

A2 Sat | Sept. 6 – Oct. 11 | 9 – 11:30 a.m.
6 sessions | Main Campus
Instructor: Anna Crooks

B2 Tue | Sept. 9 – Oct. 14 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg

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 | \$185 (includes fees: \$175)

A2 Tue | Oct. 21 – Nov. 25 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg

Ceramic Holiday Tree

Make a beautiful ceramic holiday tree using a fun hand-building technique. Trees can vary in size, shape and color. Added holes can also create a magical light display! Students can make one to two trees depending on the size. No clay experience needed.

DPM-105 | \$100 (includes fees: \$90)

A2 Tue | Dec. 2 – 16 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Nicole Diem

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

Ceramic Tiles, Trivets and Texture

Explore handmade, textured clay tiles and trivets. Learn the basics of working with clay, slab rolling, applying textures, glazing and finishing functional and decorative clay tiles and trivets. Clay is messy, so be sure to dress down or bring an apron. This is a great introductory ceramics course for beginners, as well as an opportunity for those with experience to expand their ceramics skills. This fun and educational experience will help you discover the satisfaction of working with clay!

DPM-116 | \$163 (includes fees: \$153)

A2 Wed | Oct. 22 – Nov. 12 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Mike Hardesty

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

8 Sessions | \$225 (includes fees: \$215)

A2 Sat | Oct. 18 – Dec. 13* | 9 – 11:30 a.m.
8 sessions | Main Campus
Instructor: Anna Crooks
**No class 11/29*

B2 Thu | Sept. 4 – Oct. 23 | 5:30 – 8 p.m.
8 sessions | Main Campus
Instructor: Nicole Diem

6 Sessions | \$185 (includes fees: \$175)

C2 Thu | Oct. 30 – Dec. 11* | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem
**No class 11/27*

NEEDLE CRAFTING

Needle Felted - Autumn Pumpkin

Celebrate the fall season with a needle felt pumpkin. Your choice of color: orange, white, or dusty blue! Measuring approximately 6 inches including stem, this charming pumpkin will add a fabulous touch to your autumn home decor.

DPM-129 | \$70 (includes fees: \$60)

A2 Mon | Sept. 29 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

Needle Felted- Cardinal Ornament

Create a stunning small cardinal ornament through needle felting, tailored to your creative vision. This beautiful ornament will shine as a holiday decoration or as a year-round addition to your home decor.

DPM-131 | \$90 (includes fees: \$80)

A2 Mon | Dec. 1 & 8 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Gayle Mathues

Needle Felted - Small Holiday Gnome

Unleash your creativity and needle felt a delightful 6-inch holiday gnome. Customize it with your favorite colors and accessories including hat and shirt color. Choose beard or go beardless to create a unique Halloween, Winter, or Thanksgiving gnome. Whether you hang it or place it in a festive arrangement, this gnome is sure to bring joy to your holiday season.

DPM-130 | \$70 (includes fees: \$60)

A2 Mon | Oct. 27 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

STAINED GLASS

Beginning Stained Glass

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 | \$180 (includes fees: \$170)

A2 Wed | Sept. 10 – Oct. 15* | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/17*

B2 Fri | Sept. 12 – Oct. 17* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/19*

Beyond Beginner - Stained Glass - Studio

For experienced glass students. Join our growing community of glass artist! Students will work on independent projects and explore more advanced techniques. Tools are supplied, students must bring all other materials..

DPM-043 | \$180 (includes fees: \$170)

A2 Wed | Sept. 17 - Oct. 15 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

B2 Fri | Sept. 19 - Oct. 17 | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

Fused Glass Bowl

Take a hammer to some glass and create a bowl that is uniquely yours! Break a circle of glass and then reassemble it on a base of clear glass. Fuse together and slump into a bowl. No two bowls will look the same. The bowls can be used as serving pieces or as decorative accents.

DPM-070 | \$80 (includes fees: \$70)

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

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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**.

Fused Glass Holiday Dessert Plate

Create a unique 11-inch round or oval/ oblong plate. Use pre-cut base glass to begin your creation. Add glass embellishments to create your own one-of-a-kind Fall plate. Perfect to decorate your home for the holidays or as a gift. All supplies included.

DPM-034 | \$80 (includes fees: \$70)

A2 Mon | Nov. 10 | 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 | \$65 (includes fees: \$55)

A2 Thu | Nov. 20 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

B2 Fri | Dec. 5 | 10 a.m. – 12:30 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

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 | \$90 (includes fees: \$80)

A2 Thu | Sept. 18 & 25 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Racquel Marino

Stained Glass Autumn Wreaths and Swags

Get ready for fall by creating a stained-glass autumn leaves wreath. Perfect for adding a touch of seasonal charm to your decor, this class provides all materials and welcomes both beginners and those with prior experience in glass cutting and soldering.

DPM-133 | \$120 (includes fees: \$110)

A2 Tue | Sept. 30 – Oct. 14 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Stephanie Chaloux

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 | \$120 (includes fees: \$110)

A2 Tue | Nov. 4 – 18 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Stephanie Chaloux

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 | \$120 (includes fees: \$110)

A2 Thu | Oct. 30 – Nov. 13 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Racquel Marino

Stained Glass Nightlights

Illuminate your artistic side and create a stained-glass night light. Perfect for both beginners and seasoned artisans, this hands-on class will guide you through the enchanting world of stained glass, lighting up your creativity.

DPM-132 | \$90 (includes fees: \$80)

A2 Thu | Dec. 4 & 11 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Racquel Marino

Stained Glass Pumpkin

Make your own stained glass pumpkin in this fun and creative workshop! Create a 3D pumpkin that can stand on its own. Prior experience in cutting and soldering necessary. All materials and tools are provided. Make some beautiful fall art to spice up your fall decor!

DPM-111 | \$90 (includes fees: \$80)

A2 Tue | Oct. 21 & 28 | 6 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Stephanie Chaloux

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.

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. Hands-on course.

C00-078 | \$80 (includes fees: \$70)

A2 Wed | Oct. 22 | 5:30 – 8 p.m.
1 session | Off site
Instructor: Greg Hutsell

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Carroll County residents: **DEDUCT \$10** per course
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Blue Zone Demo: Eating to 100

Blue Zones are the places on earth where people live the longest and are healthiest. Eating to 100 covers how to eat and live like the world's healthiest people. Discuss ways of eating that yielded the statistically longest-lived people. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

C00-092 | \$40 (includes fees: \$30)

A2 Wed | Oct. 1 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

Blue Zone Demo: Mediterranean

Visit this Mediterranean island - home to the greatest concentration of male centenarians in the world - and you'll discover healthy lifestyles that have not changed much since the time of Christ. Delve into the elements that contribute to a life of greater longevity and vitality like ingrained physical activity, emotional resilience, balanced diet, and strong community engagement. Sample dishes and take-home recipes to try. Demonstration course.

C00-075 | \$43 (includes fees: \$33)

A2 Wed | Nov. 12 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

NEW! Carb Smart Cooking

Discover delicious and satisfying meals while maintaining a healthy balance of carbohydrates. Learn how to incorporate nutrient and fiber-packed vegetables, and lean proteins to keep energy levels steady and cravings at bay. Prepare a well-balanced dish that is both nourishing and flavorful-perfect. Whether you're looking to manage your blood sugar, support weight goals, or simply make smarter choices, leave with practical skills and recipes to use at home. Hands on course.

C00-115 | \$65 (includes fees: \$55)

A2 Wed | Oct. 8 | 5:30 – 7:30 p.m.
1 session | Off site
Instructor: Brooke Hagerty

Eating From Your Freezer (and Pantry)

Using your freezer and pantry with some fresh ingredients from the grocery store can make the darkest day brighter. It only takes a little extra oomph to create your own sunshine in the kitchen. Learn tips to use what you have on hand. Take home recipes and knowledge to stock your kitchen for success. Hands-on course.

C00-097 | \$65 (includes fees: \$55)

A2 Wed | Nov. 5 | 5:30 – 7:30 p.m.
1 session | Off site
Instructor: Brooke Hagerty

NEW! Fermented Foods

Discover the incredible uses and benefits of fermented foods. Dive into the world of fermentation and learn how to make your own delicious red cabbage sauerkraut. This hands-on experience will teach you the health benefits of fermented foods and send you home with your very own batch. Start your journey to healthier, tastier living! Demonstration course.

C00-111 | \$49 (includes fees: \$39)

A2 Tue | Oct. 14 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Darlene Breining-Senseny

NEW! Healthier Holiday Desserts

Indulge in the festive spirit without the guilt. Explore delicious, nutritious recipes that transform traditional treats into wholesome delights. Discover tips and tricks for baking healthier, yet equally indulgent sweets that will make your holidays unforgettable. Sweeten your celebrations the healthy way! Hands on course.

C00-114 | \$65 (includes fees: \$55)

A2 Wed | Dec. 17 | 5:30 – 7:30 p.m.
1 session | Off site
Instructor: Brooke Hagerty

Holiday Cookies and Treats

Make a variety of scrumptious and beautiful cookies that will wow your friends and family. Discover the basics of cookie dough, baking techniques and storage tips. Explore festive and creative ways to decorate your cookies. Whether you are looking for classic recipes or want to try something new, create the perfect holiday cookie platter. Hands-on course.

C00-106 | \$70 (includes fees: \$60)

A2 Wed | Dec. 3 | 5:30 – 8 p.m.
1 session | Off site
Instructor: Greg Hutsell

NEW! House of the Rising Bun

Rise to the occasion with our bread baking class. Learn how to work with yeast, rise times, and kneading in this hands-on class. Discover the skills needed for crusty baguettes to soft, fluffy rolls. Elevate your skills and fill your home with the irresistible aroma of freshly baked bread. Bake your way to perfection! Hands on course.

C00-116 | \$75 (includes fees: \$65)

A2 Wed | Nov. 19 | 5:30 – 8:30 p.m.
1 session | Off site
Instructor: Greg Hutsell

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HISTORY, CULTURE & WORLD VIEW

HISTORY

America in Depression & War: 1929-1945

Survey two cataclysmic events of the twentieth century, the Great Depression and World War II and the transforming effects both had on the United States. Review the Great Crash, the economic collapse, New Deal reforms, and the military triumph over totalitarianism. Focus on how the experiences of both leaders and average citizens in dealing with these crises changed the nation's outlook on politics, society and the world around us as we developed into a world superpower and entered the Atomic Age.

PDE-951 | \$454 (includes fees: \$75) plus text

A2B Tue, Thu | Sept. 2 – Dec. 11*
12:30 – 1:50 p.m.
29 sessions | Main Campus
Instructor: Robert Young
**No class 11/27*

The American Revolution Part One: From Its Origins to Declaring Our Independence

Step back in time and explore the thrilling events of the American Revolution. The 250th anniversary of the American Revolution has arrived, and those events of so long ago still shape the way we think about governments, freedoms, rights, and what sort of a nation we really are. Explore the nature and meaning of the American Revolution as we trace the course of events that led to the thirteen colonies rebelling against British rule, including both the enlightened ideals and the economic motivations that emerged from the beginning of the French and Indian War in 1754 through declaring our independence in 1776. How did we put aside our rivalries and differences and challenge the mother country's right to govern us?

HCW-177 | \$65 (includes fees: \$55)

A2 Wed | Oct. 1 & 8 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Robert Young

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: \$75) plus text

A2B Tue, Thu | Sept. 2 – Dec. 11* | 2 – 3:20 p.m.
29 sessions | Main Campus
Instructor: Katherine Fanning
**No class 11/27*

WORLD VIEW

NEW! Eerie Archaeology Series

Embark on a spine-chilling journey! Delve into the mysterious and macabre aspects of archaeology across three captivating sessions. Whether you choose to explore the entire series or select the session that intrigues you most, you'll uncover fascinating tales and eerie discoveries from the past. Experience the thrill of unearthing history's darkest secrets.

HCW-173 | \$75 (includes fees: \$65)

A2 Thu | Oct. 2 – 16 | 6:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Katie Kosack

NEW! Eerie Archaeology: Gravestone Iconography

Unlock the secrets of gravestone iconography from the early colonial period to today. Journey through time with examples from renowned sites like the Granary and Copp's Hill in Boston, as well as local gems like Mt. Olivet in Frederick, MD. Discover the fascinating meanings behind these symbols and enrich your understanding of historical burial practices.

HCW-174 | \$33 (includes fees: \$23)

A2 Thu | Oct. 2 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Katie Kosack

NEW! Eerie Archaeology: Proprietary Medicine and Snake Oil

Discover the bizarre "cures" of the past through newspaper ads and archaeological evidence. Delve into the unregulated "medicines" that promised to heal, revealing their ingredients and the ailments they claimed to cure. Explore the cultural and socioeconomic impacts of these quack remedies. Uncover the fascinating history behind these mysterious tinctures & tonics and unravel the secrets of proprietary medicine.

HCW-175 | \$33 (includes fees: \$23)

A2 Thu | Oct. 9 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Katie Kosack

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**NEW! Eerie Archaeology:
Beautification of Death**

Discover the enchanting world of Victorian-era “beautification of death”. Dive into the fascinating cultural phenomenon that transformed death into an art form, with mass-produced coffin hardware, picturesque park-like cemeteries, and intriguing superstitions. Explore these unique historical oddities and uncover the beauty behind the Victorian approach to death.

HCW-176 | \$33 (includes fees: \$23)

A2 Thu | Oct. 16 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Katie Kosack

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: \$75) plus text

A2B Wed, Mon | Sept. 3 – Dec. 10* | 12:30 – 1:50 p.m.
28 sessions | Main Campus
*No class 11/26

**Great Bookstores of the World:
Shakespeare and Company, Paris**

It has been famed for decades as a gathering place for literary greats, artists and tourists. Authors such as Hemingway, Joyce and Fitzgerald join weekly literary salons. The store struggled with Nazi occupation through WWII but reopened as a meeting place for the writers and artists known as the Lost Generation. Today it is a mecca for tourists and the center of the independent bookstore scene, hosting author readings and events for current authors, actors and activists. Open the store’s archives to learn about those who have passed through its iconic doors for more than 100 years.

LPC-021 | \$66 (includes fees: \$56)

A2 Fri | Oct. 10 & 17 | 2 – 4 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

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: \$75) plus text

A2B Wed, Mon | Sept. 3 – Dec. 10*
9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 11/26

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-179 | \$454 (includes fees: \$75)

A2 Tue, Thu | Sept. 2 – Dec. 11*
11 a.m. – 12:20 p.m.
29 sessions | Main Campus
Instructor: Jane Frazier
*No class 11/27

B2 Wed, Mon | Sept. 3 – Dec. 10*
11 a.m. – 12:20 p.m.
28 sessions | Main Campus
Instructor: Jane Frazier
*No class 11/26

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: \$75) plus text

A2B Tue, Thu | Sept. 2 – Dec. 11* | 12:30 – 1:50 p.m.

29 sessions | Main Campus
*No class 11/27

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: \$75) plus text

A2B Tue, Thu | Sept. 2 – Dec. 11*
9:30 – 10:50 a.m.
29 sessions | Main Campus
*No class 11/27

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCERegistration
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!

Travel with Personal Enrichment

Come with us to see the world through a different lens.

Whatever it is you're looking for, leave the planning and transportation to us!

These upcoming trips are open to everyone in the community:

Day Tours

(must be 18 or older)

- **Harriet Tubman Tour**
Cambridge, MD: Oct. 10
- **Christkindlmarkt**
Bethlehem, PA: Nov. 15
- **Longwood Christmas**
Kennett Square, PA: Dec. 12

Weeklong Trip

(must be 21 or older)

- **Celebrate America's 250th Birthday in America's West**
July 7 – 14, 2026

See complete trip listings & details in the Travel section, or visit www.carrollcc.edu/travel.

For more information, contact **Barb Burke** at bburke@carrollcc.edu or **410-386-8019**.

TRAVEL

Trips are open to everyone in the community. Must be 18 for day tours and 21 for overnight trips. Visit www.carrollcc.edu/travelprograms for details and updates. For information email bburke@carrollcc.edu or call Barb Burke at 410-386-8019.

DAY TOURS

Harriet Tubman Tour

Join us on a guided tour of Cambridge, Maryland, where Araminta Ross lived and worked until age 27 when she escaped to freedom. Begin the day learning about her early years, visiting her childhood home and the Bucktown General Store, as well as the Courthouse and Long Wharf. There will be time for photos in front of the Take My Hand mural before visiting the Stanley Institute and The Harriet Tubman Underground Railroad Visitor Center. Finish the day with a home cooked, old fashioned fried chicken meal. Fees include round-trip transportation aboard a motorcoach, a guided 3 hour tour, admission tickets and lunch.

ADV-024 | \$121 (includes fees: \$111)

A2T Fri | Oct. 10 | 8 a.m. – 7 p.m.
1 session | Off-Site

Christkindlmarkt - Bethlehem, PA

Step into a winter wonderland at Christkindlmarkt, a one-of-a-kind family event that brings the magic of the holiday season to life in Bethlehem, PA. Twice recognized as one of the best holiday markets in the U.S. by Travel + Leisure, this festive holiday event features hand-made works by some of the nation's finest artisans and the ring-ting-tingling sounds of live Christmas music and strolling carolers. Visit with the traditional jolly old St. Nick, shop handmade ornaments and collectibles, and enjoy festive food, drinks, and much more holiday fun! Grab lunch on your own while sightseeing Historic Downtown Bethlehem, PA, then shop the markets at Christkindlmarkt. Meals are purchased separately. Bus departs from Carroll Community College, Washington Road Campus. Seats are assigned by the date registration is received. Refunds are not available after tickets/meals are purchased.

ADV-024 | \$89 (includes fees: \$79)

B2T Sat | Nov. 15 | 8 a.m. – 7 p.m.
1 session | Off-Site

Longwood Christmas

Join us this holiday season for a unique evening tour. Wander the paths outside through hundreds of thousands of twinkling lights, warm your hands and your heart inside the conservatories, marvel at the how-did-they-do-that displays, and enjoy spectacular beauty at every turn throughout the gardens. Grab dinner in one of Longwoods restaurants. Meals are purchased separately. Bus departs from Carroll Community College, Washington Road Campus. Seats are assigned by date that registration is received. Refunds are not available after tickets/meals are purchased.

ADV-024 | \$120 (includes fees: \$110)

C2T Fri | Dec. 12 | 2 – 11 p.m.
1 session | Off-Site

REGISTER NOW

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carrollcc.edu/WBCERegistration
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**.

OVERNIGHT EXCURSIONS

America's Cowboy Country

Enjoy stunning views of the American West as you make your way through Yellowstone, Grand Teton National Park, and more. Overnight in the cowboy towns of Jackson Hole and Cody. Experience the Wild West as it once was with a visit to Deadwood, a town built on gold and gunpowder. Experience Yellowstone National Park, home to an incredible array of wildlife. Search for free-ranging herds of buffalo in Custer State Park. Marvel at Grand Teton National Park's towering peaks, marked with mountain glaciers. Soak in stunning views of Mt. Rushmore and the Crazy Horse Memorials. Grab your Stetson hat and saddle up for an adventure as you discover natural wonders and cultural treasures. Bus departs from Carroll Community College, Washington Road Campus. Transportation to airport is included. Reservation deadline is December 1, 2025. Deposit of \$700 required upon registration. Final payment is due April 1, 2026. Minimum age is 21. Cost includes: 8 days, 10 meals (7 breakfasts, 3 dinners); airfare round trip from BWI Airport, air taxes and fees/surcharges, hotel and hotel transfers. Cost does not cover cancellation waiver and insurance of \$429/person.

ADV-026

A1T Mon – Sat | July 7 – 14, 2026

Explore Tuscany

Enjoy the rolling landscapes, savory wines, authentic food, and stunning architecture of the Tuscany region. From the famous spa resort town of Montecatini Terme to Lucca and Florence, to Pisa, discover renaissance walls, Romanesque churches, and medieval streets, make your way to a Tuscan winery and learn about the art of winemaking as you taste local varieties, marvel at the ornate façade of the Cathedral of Santa Maria del Fiore, take in views of the Piazza della Signoria, the center of Medici power, and Santa Croce Square. Capture the gravity-defying inclination of the iconic Leaning Tower in Pisa and learn the secrets of traditional Tuscan cuisine. Partake in a cooking class, using local ingredients and culinary techniques. Enjoy your freshly prepared meal for dinner. Soak in breathtaking views as you travel to the hilltop village of San Gimignano, one of Tuscany's most picturesque places. Reservation deadline is April 1, 2026. Deposit of \$700 required upon registration. Final payment is due July 1, 2026. Minimum age is 21. Cost includes 9 days, 10 meals (7 breakfasts, 3 dinners), airfare round trip from BWI Airport, air taxes and fees/surcharges, hotel and hotel transfers. Cost does not cover cancellation waiver and insurance of \$549/person.

ADV-026

A2T Mon – Sat | Oct. 6 – 14, 2026

International Travel Study: Paris

Students, faculty, staff, and community members can travel as Personal Enrichment students within the Travel Study program. Contact the Travel Study Coordinators for information: Dr. David Fell at 410-386-8115/dfell@carrollcc.edu or Jessi Hardesty at 410-386-8256/jhardesty@carrollcc.edu.

HCW-145

A4 Mon – Sat | May 22 – 31, 2026

BUT WAIT...

THERE'S EVEN
MORE!

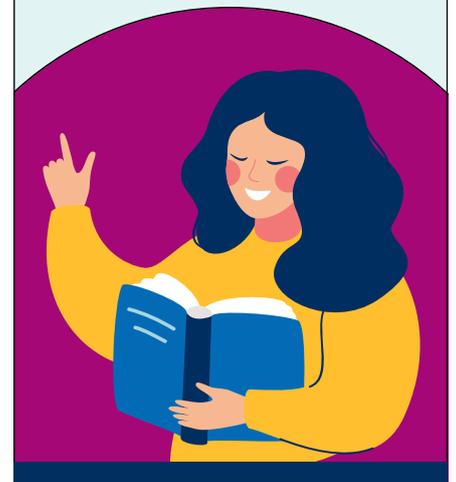
More events,
discussions and
educational
opportunities
to expand your
horizons.

We work diligently to bring you new & relevant programming in addition to what's included in this schedule.

- ▶ Partnering with community organizations to offer unique educational opportunities.
- ▶ Creating classes by popular demand and in response to hot topics and current trends.

Browse the free & fun things at Carroll open to the community: art gallery exhibitions, theater events, music performances, athletics and more!

Visit www.carrollcc.edu/info-for-community



075-07-25 0924

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

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 aged 8 – 14.

Collaborate Kitchen: Pizza



Experience the joy of cooking together. From kneading the dough to adding your favorite toppings, you'll create a masterpiece together and enjoy the fruits of your labor. Join us for a memorable culinary adventure and take home the skills to make pizza night a family tradition!

FAM-022-A2G | \$85 (includes fees \$75)
Thursday, Sept. 25, 5:30 – 8:30 p.m.
Carroll County Career & Technology Center

Fused Together: Halloween Votive



Don't miss this spook-tacular class! Explore the enchanting world of glass art and create a unique Halloween decoration. Design and assemble your own Halloween-themed glass votive. No experience necessary. Material fee includes all materials and firing for two votives.

Projects will be fired off-site. Allow two weeks for pick up.
Instructor: Cathy Trostle

FAM-023-A2G | \$85 (includes fees \$75)
Saturday, Oct. 11, 9:30 – 11:30 a.m. | Main Campus

Draw Together: Skeletons



Learn to draw vibrant skeletons inspired by Día de los Muertos! Explore the rich cultural traditions of the Mexican holiday while learning artistic techniques. Together you'll create colorful, festive skeletons that celebrate life and heritage. No prior drawing experience needed; just bring your imagination and enthusiasm!

Instructor: Katie Gutridge

FAM-024-A2G | \$70 (includes fees \$60)
Wednesday, Oct. 22, 5:30 – 7:30 p.m. | Main Campus

Great Turkey Escape



Dive into the thrilling world of escape rooms! Learn the ins and outs of escape room challenges. Work together to solve puzzles, uncover clues, and make your great escape. It's a fantastic way to bond, sharpen problem-solving skills, and have loads of fun.

Instructor: Heather Davidson

FAM-025-A2G | \$70 (includes fees \$60)
Thursday, Nov. 6, 5:30 – 7:30 p.m. | Main Campus

Collaborate Kitchen: Holiday Dessert



Holidays mean together time in the kitchen! Adults and kids create yummy 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 in this fun experience.

COO-079-A2G | \$90 (includes fees \$80)
Tuesday, Nov. 18, 5:30 – 8:30 p.m.
Carroll County Career & Technology Center

Fused Together: Glass Holiday Ornament



Create two dazzling ornaments that will twinkle with holiday cheer! Use a hammer to shatter glass into mesmerizing shards and create holiday ornaments that are uniquely yours! Fuse them together and pick your design. No two ornaments look the same. These treasures can be used on a tree or as decorative accents. Material fee includes all materials and firing for two ornaments. Projects will be fired off-site. Allow two weeks for pick up.

Instructor: Linn Wichowski

FAM-015-A2G | \$85 (includes fees \$75)
Saturday, Dec. 6, 9:30 – 11:30 a.m. | Main Campus

Call 410-386-8100 to register yourself and participating child.

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

HOME & HOBBY

FINANCIAL

Blueprint for Aging in Place

Learn how to stay independent in your home through comprehensive insights into navigating housing, legal and financial considerations successfully. Understand what legal documents are critical, and how to leverage them to enhance your quality of life while living in the home of your choice.

HCW-154 | \$94 (includes fees: \$84)

A2 Fri | Sept. 19 | 9:30 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Marcy Gouge

NEW! Money Mastery: Building Your Financial Foundation

Unlock your financial freedom. Dive into essential topics like savings, budgeting, and debt management. Perfect for anyone ready to take charge of their financial future. Get practical, actionable strategies to build savings, create and stick to a budget, and manage debt effectively. Start your journey to financial empowerment today!

PDE-168 | \$97 (includes fees: \$87)

A2 Thu | Sept. 25 – Oct. 9 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Scott Gore

GARDENING

NEW! Put Your Garden to Bed: Plant, Prune, Pull, Protect, & Plan

Get your garden ready winter. Discover why fall is the ideal time to plant many native species and learn the most effective pruning techniques. Discuss the importance of leaving fallen leaves to protect pollinators and address common challenges like weeds and deer. Looking for new design ideas to start planning for spring? We'll share some inspiring tips. By the end, you'll know how to help your garden and pollinators through the colder months, ensuring a healthy, vibrant garden come spring.

PDE-172 | \$70 (includes fees: \$60)

A2 Tue, Thu | Sept. 23 & 25 | 6:30 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Laura O'Callaghan

HERBALISM

A Beginner's Guide to Herbalism: From Plant Identification to Herbal Uses

Journey into the fascinating world of herbal medicine. Hone your skills identifying, harvesting and preparing medicinal herbs. Explore the history and principles of herbalism and the impact of herbs on the body. Learn the art of crafting basic herbal preparations using commonly utilized herbs for various ailments. Gain hands-on experience while engaging your senses to observe and appreciate the plants around you. The last class will be a plant walk around campus, providing you the opportunity to see and touch the plants in their natural habitats and learn how to recognize them in the field.

PDE-155 | \$78 (includes fees: \$68)

A2 Thu | Sept. 18 – Oct. 2 | 6 – 7:30 p.m.
3 sessions | Main Campus
Instructor: Amy Boldt

Herbal Preparations

Explore the art of herbal preparations in this hands-on course. Learn to create teas and extracts in the classroom using simple ingredients. Discover the process of making topicals through instructional videos, in-class discussion, and take-home projects. Gain practical skills in herbalism and bring the benefits of natural remedies into your daily life. Perfect for beginners and enthusiasts alike.

PDE-166 | \$83 (includes fees: \$73)

A2 Thu | Oct. 23 – Nov. 6 | 6 – 7:30 p.m.
3 sessions | Main Campus
Instructor: Amy Boldt

HOME

Meet Chip Gachot, your go-to handyman! With 50 years of experience across various trades, Chip has seen it all. Whether you're tackling a DIY project or need expert guidance, he's here to help—equipping you with the right tools and practical advice to get the job done.

NEW! Handyman Hints: Electrical

Gain essential electrical skills for home upgrades. Learn to replace cover plates, outlets, switches, lights, and fans on existing circuits protected by breakers or fuses. Discover how to modernize your home with efficient equipment and understand the best light bulbs to use, including types and shapes. Perfect for adults looking to enhance their DIY skills safely and effectively.

LPC-026 | \$40 (includes fees: \$30)

A2 Tue | Oct. 7 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Chip Gachot

NEW! Handyman Hints: Plumbing

Gain practical plumbing skills for home maintenance. Learn to repair or replace toilets, faucets, hose bibs, shower heads, and minor leaks. Discover how to handle leaks effectively and upgrade to modern, efficient equipment. Gain insights into how plumbing systems work and key home maintenance tips. Perfect for adults looking to enhance their DIY skills to be prepared for any plumbing challenge.

LPC-027 | \$40 (includes fees: \$30)

A2 Tue | Nov. 4 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Chip Gachot

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCERegistration
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! BasicRider Course 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.



001-14-25-0624 APE

Visit
www.carrollcc.edu/motorcycle
for details and class dates.

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 Tue | Sept. 9 – Oct. 14 | 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 Tue | Oct. 28 – Dec. 2 | 6 – 8:30 p.m.
6 sessions | Main Campus

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 | \$145 (includes fees: \$110)

A2T Sat | Sept. 20 | 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/WBCRegistration 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 an online component, a classroom orientation 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 | \$319 (includes fees: \$235)

- E1 Aug. 13 – 15 | 3 sessions
Wed | Aug. 13 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | Aug. 14 & 15 | 8 a.m. – 2:30 p.m.
Parking Lot
- F1 Aug. 20 – 22 | 3 sessions
Wed | Aug. 20 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | Aug. 21 & 22 | 8 a.m. – 2:30 p.m.
Parking Lot
- A2 Sept. 10 – 14 | 3 sessions
Wed | Sept. 10 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 13 & 14 | 8 a.m. – 2:30 p.m.
Parking Lot
- B2 Sept. 17 – 21 | 3 sessions
Wed | Sept. 17 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 20 & 21 | 8 a.m. – 2:30 p.m.
Parking Lot
- C2 Sept. 25 – 28 | 3 sessions
Thu | Sept. 25 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 27 & 28 | 8 a.m. – 2:30 p.m.
Parking Lot
- D2 Oct. 1 – 5 | 3 sessions
Wed | Oct. 1 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 4 & 5 | 8 a.m. – 2:30 p.m.
Parking Lot

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCRegistration
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**.

- E2** Oct. 8 – 12 | 3 sessions
Wed | Oct. 8 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 11 & 12 | 8 a.m. – 2:30 p.m.
Parking Lot
- F2** Oct. 15 – 19 | 3 sessions
Wed | Oct. 15 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 18 & 19 | 8 a.m. – 2:30 p.m.
Parking Lot
- G2** Oct. 23 – 26 | 3 sessions
Thu | Oct. 23 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 25 & 26 | 8 a.m. – 2:30 p.m.
Parking Lot

BasicRider 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.

TRA-060 | \$289 (includes fees: \$234)

Register for these sessions to use a college motorcycle:

- A2** Fri | Sept. 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot
- B2** Fri | Oct. 10 | 8 a.m. – 4 p.m.
1 session | Parking Lot

Register for these sessions to use your own motorcycle:

TRA-060 | \$239 (includes fees: \$184)

- A2CYC** Fri | Sept. 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot
- B2CYC** Fri | Oct. 10 | 8 a.m. – 4 p.m.
1 session | Parking Lot

MUSIC

NEW! The Beatles: a Magical Mystery Tour

Discover the magic of The Beatles. From catchy pop tunes to ground-breaking art, they revolutionized 1960s music and culture. Explore their journey from small-club musicians to iconic artists with timeless hits. Uncover the reasons behind their breakup and their enduring legacy. Did The Beatles shape history, or did history shape them? Dive into the story that defined a generation.

MSC-072 | \$100 (includes fees: \$50)

- A2** Mon | Sept. 22 – Oct. 6 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Paul Ruehs

NEW! Game Scores and Storytelling: The Craft Of Video Game Music

Delve into the world of iconic video game music, exploring its history and the elements that make these scores memorable. Examine how these compositions evoke strong emotions and enhance the scenes or themes of their respective games. Discuss musical elements, but this course is designed for everyone, not just music majors. All are welcome to join and discover the artistry behind some of the most beloved video game soundtracks.

MSC-069 | \$30 (includes fees: \$20)

- A2** Tue | Oct. 14 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Athena Hiotis

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-073 | \$454 (includes fees: \$75) plus text

- A2B** Tue, Thu | Sept. 2 – Dec. 11* | 2 – 3:20 p.m.
29 sessions | Main Campus
**No class 11/27*

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 | \$451 (includes fees: \$441)

Sept. 2 – Dec. 9
15 sessions | To be scheduled individually

Applied Music Lessons - One Hour

MSC-010 | \$881 (includes fees: \$871)

Sept. 2 – Dec. 9
15 sessions | To be scheduled individually

ENSEMBLES

Registration for Ensembles closes Monday, Aug. 25. Students are required to fully participate in the entire performance as assigned. Final decisions regarding repertoire, assignment of parts, and program order are made at the sole discretion of the ensemble director.

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)

- A2** Tue | Sept. 2 – Dec. 16 | 9 – 11 a.m.
16 sessions | Main Campus

REGISTER NOW



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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**.

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)

A2P Thu | Sept. 4 – Dec. 18* | 5 – 7 p.m.
15 sessions | Main Campus
**No class 11/27*

B2P Mon | Sept. 8 – Dec. 15 | 7 – 9 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)

A2P Wed | Sept. 3 – Dec. 17* | 4 – 6 p.m.
15 sessions | Main Campus
**No class 11/26*

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 | \$80 (includes fees: \$70)

A2 Thu | Sept. 4 & 11 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

C2 Sat | Oct. 4 & 18* | 9 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan
**No class 10/11*

B2 Tue | Sept. 23 & 30 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

D2 Tue | Nov. 11 & 18 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

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 | \$80 (includes fees: \$70)

A2P Tue | Oct. 7 & 14 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

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 | \$114 (includes fees: \$104)

A2 Thu | Nov. 6 – 20 | 6:30 – 9:30 p.m.
3 sessions | Main Campus
Instructor: Walter Calahan

Composition

Transform your photos with expert composition techniques. Learn to frame your shots, use leading lines, balance elements, and apply the rule of thirds to create visually stunning images. With hands-on practice and creative tips, you'll develop an eye for compelling compositions that captivate viewers.

PHO-014 | \$80 (includes fees: \$70)

A2 Thu | Oct. 9 & 16 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

How To Control Depth of Field

Utilize your camera and lens capabilities to emphasize your photographic vision. Understanding depth of field enhances expression and draws attention to your photos by isolating and emphasizing the scene, subject or action. Bring a tripod or other device for stabilizing the camera and charged batteries. Class may be held indoors or outside. For SLR cameras only. Prerequisite: Crafting the Photograph.

XXZ-140 | \$80 (includes fees: \$70)

A2 Tue | Dec. 2 & 9 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

Light and Exposure

Explore the magic of light and exposure in this dynamic photography class. Learn to harness natural and artificial light; master aperture, shutter speed, and ISO; and creatively use exposure to enhance your images. With hands-on exercises and practical tips, you'll leave with the skills to capture stunning photos in any lighting condition.

PHO-013 | \$80 (includes fees: \$70)

A2 Thu | Sept. 18 & 25 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Nikon DSLR: Set-up and Functions

Learn the features and functions of your Nikon DSLR including: displays, menus, buttons and dials. Explore 3D matrix, center-weighted, spot metering, study scene modes and more. Discuss Active-D Lighting, color space and noise reduction. Compare RAW and JPEG formats. Capture images under the widest variety of conditions. Bring your Nikon D-SLR, lens or lenses, User's Manual, formatted memory card, and charged battery to class. For Nikon D-SLR cameras only. Prerequisite: Operating the Digital Camera.

XXZ-588 | \$53 (includes fees: \$43)

A2P Tue | Oct. 28 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

Understanding Your Lens

Discover the full potential of your camera lenses. Learn about different types of lenses, their unique characteristics, and how to choose the right one for every shot. With hands-on practice and expert tips, you'll discover how to use lenses creatively to enhance your photography.

PHO-015 | \$80 (includes fees: \$70)

A2 Thu | Oct. 23 & 30 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Country Line Dance Class

Come out and kick up your heels! Groove to the beat of both country twang and pop hits as you master the moves of line-dancing favorites. Discover popular dances seen at line dance clubs, parties and weddings. From the lively Cupid Shuffle to the smooth Cha Cha Slide, the invigorating Wobble to the classic Boot Scootin' Boogie, this class has it all. It's great for cardio fitness, improved muscle strength and memory retention. This toe-tapping good time is sure to be the highlight of your week

PDE-159 | \$69 (includes fees: \$59)

A2 Beginner Session
Mon | Sept. 8 – Oct. 20 | 7:15 – 8 p.m.
7 sessions | Main Campus
Instructor: Lori Maccia

B2 Intermediate Session
Mon | Nov. 3 – Dec. 15 | 7:15 – 8 p.m.
7 sessions | Main Campus
Instructor: Lori Maccia

Gentle Strength and Balance Workout

Improve muscle strength, coordination, and balance with this structured workout designed to enhance mobility and reduce the risk of falls.

Through a mix of resistance exercises, bodyweight movements, core strengthening techniques, and balance drills, participants will build a strong foundation for daily activities. Using equipment such as dumbbells, resistance bands, or a balance bar/chair, this class is accessible to all fitness levels and is especially beneficial for older adults, beginners, or anyone looking to boost stability and confidence in movement. Bring your own exercise mat.

PDE-171 | \$69 (includes fees: \$59)

A2 Tue | Sept. 30 – Nov. 4 | 10 – 11 a.m.
6 sessions | Main Campus
Instructor: Sweetie Zubar

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**.

001-106-24.0523

REGISTER NOW



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carrollcc.edu/WBCERegistration
410-386-8100

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

Gentle Yoga

Stretches, postures and breathing exercises are adapted to your needs to bring calmness, stress reduction and a feeling of well-being. The stretches and simple yoga postures release tension and bring flexibility to the shoulders, neck, back, hips and legs. For beginners, those with specific limitations or recovering from injury, or experienced students desiring a more relaxed pace. Wear loose-fitting clothes and bring a yoga mat to class.

XXZ-862

8 Sessions/ 60 minutes | \$93 (includes fees: \$83)

A2 Tue | Sept. 2 – Oct. 21 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

C2 Tue | Oct. 28 – Dec. 16 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

8 Sessions /90 minutes | \$136 (includes fees: \$126)

B2 Sat | Sept. 6 – Oct. 25 | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan

6 Sessions/90 minutes | \$107 (includes fees: \$97)

D2 Sat | Nov. 1 – Dec. 13* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
**No class 11/29*

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 | \$153 (includes fees: \$143)

A2 Wed, Mon | Sept. 3 – Dec. 17* | 6 – 7 p.m.
30 sessions | Main Campus
Instructor: Deanna Dovel
**No class 11/26*

MINDFULNESS

Intro to the Chakras

Discuss the history of chakras and why they matter. Explore the seven main chakras. Discover their position, color, and main role, and how to tell if you are balanced, overactive or underactive. Discuss the ways to balance and heal your chakras. Bring an open mind and a willingness to try new things.

PDE-146 | \$73 (includes fees: \$63)

A2 Wed | Oct. 1 – 15 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Julie Mulhern

Mindfulness for Mental Wellbeing

Rediscover your authentic self. From an early age, we are bombarded with images and ideals of who we should be and what we should have. This conditioning pulls us away from our true selves and can lead to a breakdown in mental health, causing anxiety, addiction, depression, sadness, or feeling numb. Learn how to navigate life's pressures and reconnect with your true essence. Through mindfulness practices, you'll enhance your mental health and live each day with intention and purpose, reflecting your soul's intention.

PDE-170 | \$40 (includes fees: \$30)

A2 Wed | Sept. 24 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Julie Cassaday

FITNESS

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.

XXZ-155

8 Sessions | \$94 (includes fees: \$84)

A2 Thu | Sept. 4 – Oct. 30* | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructor: William Whitenton
**No class 10/16*

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

B2 Thu | Nov. 6 – Dec. 18* | 6:45 – 7:45 p.m.
6 sessions | Main Campus
Instructor: Linda Albright
**No class 11/27*

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.

XXZ-156

8 Sessions | \$94 (includes fees: \$84)

A2P Thu | Sept. 4 – Oct. 30* | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond
**No class 10/16*

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

B2P Thu | Nov. 6 – Dec. 18* | 7 – 8 p.m.
6 sessions | Main Campus
Instructor: Jerry Diamond
**No class 11/27*

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

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 | \$75 (includes fees: \$65)

A2 Thu | Sept. 4 – Oct. 2 | 8:45 – 9:45 a.m.
5 sessions | Main Campus
Instructor: Larry Wood

B2 Fri | Sept. 5 – Oct. 3 | 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 | \$75 (includes fees: \$65)

A2 Thu | Oct. 9 – Nov. 6 | 8:45 – 9:45 a.m.
5 sessions | Main Campus
Instructor: Larry Wood

B2 Fri | Oct. 10 – Nov. 7 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball III

Focus on fine-tuning your doubles strategy and working effectively with a partner. Practice drills to improve your overall skills and learn specialty shots that advanced players use. This course is ideal for players who can sustain a rally of over 7 shots and are eager to elevate their game play. Get ready to sharpen your strategy, enhance your skills, and become an even more formidable pickleball player.

XHW-020 | \$75 (includes fees: \$65)

A2 Fri | Nov. 14 – Dec. 19* | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

*No class 11/28

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. 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 | \$152 (includes fees: \$142)

A2T Sept. 25 – Oct. 25 | 4 sessions
Thu | Sept. 25 | 6 – 8 p.m.
Main Campus
Sat | Sept. 27 | 9 a.m. – 12 p.m.
Piney Run Park
Sat | Oct. 11 | 9 a.m. – 12 p.m.
Hashawha
Sat | Oct. 25 | 9 a.m. – 12 p.m.
Culps Hill, PA
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 | \$52 (includes fees: \$42)

A2T Sat | Sept. 27 | 9 a.m. – 12 p.m.
1 session | Piney Run Park
Instructor: Bud Grace

B2T Sat | Oct. 11 | 9 a.m. – 12 p.m.
1 session | Hashawha
Instructor: Bud Grace

C2T Sat | Oct. 25 | 9 a.m. – 12 p.m.
1 session | Culps Hill, PA
Instructor: Bud Grace

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/WBCERegistration
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**.

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 Workforce, Business & Community Education 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

Workforce, Business & Community Education 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: Aug. 30 – Sept. 1
Thanksgiving: Nov. 26 – 30
Winter Recess: Dec. 22 – Jan. 4

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.

Carroll Community College Board of Trustees

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Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.

Save time... register online! carrollcc.edu/WBCRegistration

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 |
| <input type="checkbox"/> 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
Workforce, Business & Community Education, 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/WBCRegistration 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# _____

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Note: Your CID# is the last three digits in the signature box on the back of your credit card.

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EASY WAYS TO REGISTER

Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held by registering early!

Office Hours

Monday – Friday | 8:30 a.m. –4:30 p.m.

1. ONLINE

Register online 24/7 at www.carrollcc.edu/WBCRegistration 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
Workforce, Business &
Community Education, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

Register in-person in Room A115 on the Washington Road Campus.
On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

NUMBERS TO KNOW

Admissions for Degree Programs

410-386-8430

Advising/Transfer for Degree Programs

410-386-8435

Career Services

410-386-8523

Cashier's Office

410-386-8040

Disabilities

410-386-8329

General College Information

410-386-8000

Records/Registration for Degree Programs

410-386-8440



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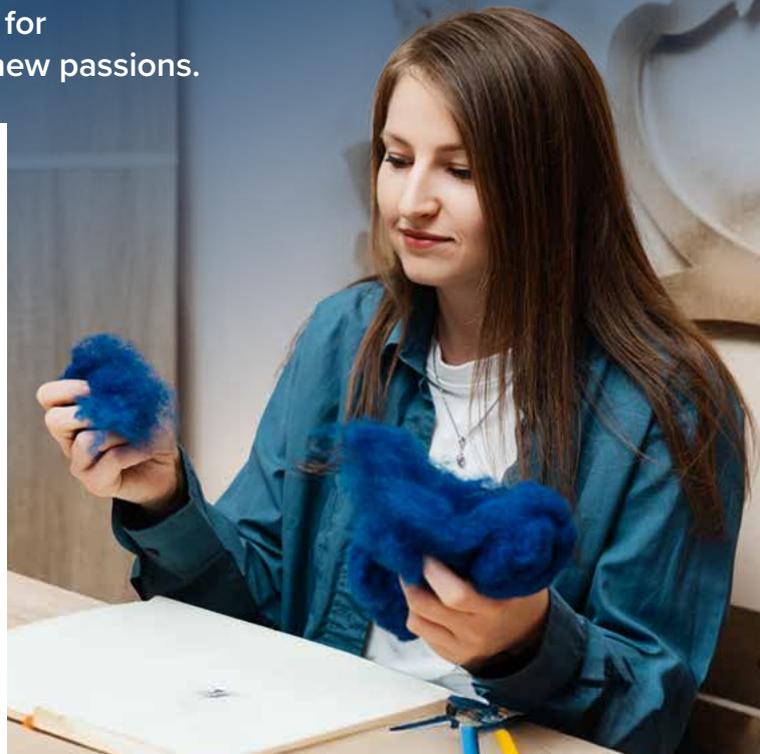
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- Food & Drink
- History, Culture & World View
- Languages
- Motorcycle & Personal Safety
- Music
- Photography
- Travel
- Wellness & Outdoor Adventure
- Writing



Start your journey on page 39 inside!