

Skills

for the Workplace

Fall 2022





In today's world of economic change, rapid technology evolution, low unemployment, war, inflation and many other uncertainties, there is one business imperative that remains paramount: designing a strategy to take care of and maximize your people. Beyond good pay and benefits, this includes carefully selecting the right people; providing them with the tools, training and autonomy to grow; and listening to their needs and attending to their wellbeing.

When equipped to succeed and inspired to do their best, your employees are your biggest asset... especially during times of disruption.

Advantage C, the corporate consulting and workplace development arm of Carroll Community College, supports the region's most innovative and future thinking organizations. We are proud of our comprehensive, market driven and personalized workplace and organizational development solutions to help employers adapt, compete and flourish in a volatile business environment.

Delivered through a vast network of expert resources, our full range of services including custom training, expert consulting, professional coaching, skilled facilitation, peer advisory services, corporate wellness solutions and research backed assessments help build the long term capacity of individuals, teams and organizations. Our expertise is matched by our unwavering commitment to enrich the lives we touch, strengthening the community in which we serve.

We're pleased to share this special edition of the College's Continuing Education and Training schedule, which highlights a selection of courses created to meet your business needs. Discover new offerings that will help you respond to key emerging workplace trends, such as employee wellbeing, engagement/retention and reskilling for the future. We invite you to distribute these brochures to your employees, encouraging their active participation in self development.

Don't see what you're looking for? Our Advantage C team can create and deliver customized solutions to meet your unique needs. To learn more, call us at 410-386 8095 or email info@AdvantageC.com.



Janet Ladd
Janet Ladd

Senior Director, Corporate Services
and Workforce Development

ADVANCED MANUFACTURING

ADVANCED MANUFACTURING

NEW! Introduction to Manufacturing

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Manufacturing Math and Measurements

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Blueprints and Precision Measurement

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Introduction to Assembly

★ *Part of a Workforce Training Certificate*

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

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

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

Continuing Education and Training Programs and Employability

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

For details, visit carrollcc.edu/cecertificates.



NEW! Robots in Manufacturing

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Industrial Safety

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Troubleshooting and Quality Control

★ *Part of a Workforce Training Certificate*

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

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

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

EMPLOYERS:

Interested in helping your employees jump- or re-start their education?

Contact us to arrange for

**FREE ONSITE
ACADEMIC ADVISING
SERVICES**

info@advantage-c.com

NEW! Manufacturing Capstone

★ *Part of a Workforce Training Certificate*

Analyze the manufacturing industry and the various activities that are required to create a product. Investigate the various fields and common tasks within the manufacturing industry to become familiar with the variety of career opportunities and select a career in this industry. Prepare to complete the Certified Manufacturing Associate (CMfgA) Certification exam. This industry-driven certification demonstrates that the individual has basic knowledge of manufacturing and may be an ideal candidate for entry-level manufacturing employment. Certification is not guaranteed. Prerequisites: MFG-008, MFG-009, MFG-010, MFG-011, MFG-012, MFG-013 and MFG-014.

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

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

AUTOMOTIVE TECHNICIAN

NEW! Introduction to Automotive Technician

★ *Part of a Workforce Training Certificate*

No experience is needed to start your journey as an entry-level auto-technician. Review the topics covered in the Auto-Technician Certificate and how it can be a launching pad to attain your Maintenance and Light Repair in only a year. Learn the basics of what it will take to be successful in the program and the industry.

VOC-749 | \$299 (includes fees: \$80)

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

NEW! Automotive Electrical Systems

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Automotive Brake Systems

★ *Part of a Workforce Training Certificate*

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

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

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

NEW! Automotive Suspension and Steering Systems

★ *Part of a Workforce Training Certificate*

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

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

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

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

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

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

Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

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

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

Online Start Anytime 9 months to complete

DIGITAL FABRICATION

Introduction to 3D Printing

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

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

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

Interested in a degree?

Explore Carroll's
**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

WELDING

Basic Welding

★ *Part of a Workforce Training Certificate*

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

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

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

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

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

Advanced Welding

★ *Part of a Workforce Training Certificate*

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

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

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

Advanced Welding 2

★ *Part of a Workforce Training Certificate*

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

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

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

Transform Your Workforce Through Coaching



Transform the way your employees learn, develop and lead through expert coaching.

Our one-on-one and team coaching programs drive higher levels of engagement, commitment and performance.

Areas of expertise include:

- Leadership development
- Performance coaching
- Team effectiveness
- Conflict resolution
- Sales coaching
- Employee engagement
- Culture change

“My coach provided a safe and confidential environment in which I could learn about myself as a leader. Ongoing meetings helped me stay accountable to myself in achieving the goals I established. My staff sees a difference and I am more effective.”

Email info@Advantage-C.com or call 410-386-8095 to learn more.

019-02-23-0622-BTS

BUSINESS

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

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

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

CC SHRM Conference: Professional Development Training

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

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

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

DID YOU KNOW?

Most of our **ONLINE CLASSES**
are held via a
LIVE MEETING
with your favorite
instructor(s).

MANAGEMENT & LEADERSHIP

360-Degree Leadership Learning Experience

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

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

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

Building a Winning Team: Interviewing, Selecting & Hiring Employees

★ Part of a Workforce Training Certificate

Building a successful team begins with effective interviewing and hiring processes. Learn behavioral interviewing techniques, how to spot red flags in the application process, how to objectively review candidate interviews and ways to effectively orient newly hired employees to your organization.

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

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

Coaching Employees to Peak Performance

★ Part of a Workforce Training Certificate

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

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

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

Communication Skills for Managers

★ Part of a Workforce Training Certificate

Managers must be effective communicators at all levels of the organization. Whether communicating to your team members, peers or your own manager, this course will help you hone both your communication and influencing skills, and help you deliver the right message for winning outcomes.

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

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

Conflict Management

★ Part of a Workforce Training Certificate

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

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

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

Effective Performance Appraisals

★ Part of a Workforce Training Certificate

Learn the factors that affect employee performance: how to document both good and poor performance, how to create SMART goals and how to write employee development plans that motivate. Rater errors, pitfalls to avoid, and tips for conducting a successful appraisal meeting will also be discussed. Essential training for managers and supervisors.

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

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

NEW! Leadership Peer Advisory Group (LPAG)

Surround yourself with a select group of high-achieving, dedicated peers.



Are you an executive, business owner, government director, unit lead or senior HR professional feeling the weight of doing business in a radically disrupted environment? You are not alone.

Join a circle of allies supporting you in a structured, safe forum 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

Benefits of becoming an LPAG member:

- Accelerate your mastery
- Mature as a leader
- Improve your decision-making
- Gain access to resources
- Outperform similar organizations

“I have attended and taught local, state and national leadership development workshops; however, 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

How is LPAG different from other business groups?

This unique learning experience differs from a local networking or business group as it includes individuals selected from a cross-section of diverse organizations to ensure no competing businesses or vendor/client relationships. Interactions are structured, confidential and supported by a skilled facilitator. Group sessions are supplemented with formal training and 1:1 executive coaching.

An in-house option is available for organizations who prefer to form a group comprised exclusively of their own internal leaders/professionals.

For details, visit www.advantage-c.com/LPAG.

Advantage C is now accepting applications for the next LPAG cohort.

Contact us at 410-386-8095 or info@advantage-c.com for more information.

Advantage C
A Service of Carroll Community College

019-03-23-0722 CAR

Fostering Diversity in the Workplace

★ Part of a Workforce Training Certificate

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

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

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

HR Legal Issues for Managers

★ Part of a Workforce Training Certificate

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

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

A2 Thu | Oct. 13 | 9 a.m. – 4 p.m.
1 session | Online

Leading Change in the Workplace

★ Part of a Workforce Training Certificate

When faced with change, you have one of three choices: lead, follow or get out of the way. Choose to lead! This course will help managers deal with change in the workplace, both personally and as leaders of their teams. Topics include understanding the positive and negative effects of change, learning personal responses to change, leading employees through change, seeing change as an opportunity and communicating during change.

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

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

Leading High Performance Teams

★ Part of a Workforce Training Certificate

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

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

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

Management Basics: Foundations for Success

★ Part of a Workforce Training Certificate

Get the core skills you need to ensure success as a manager or front line supervisor. Learn about the role of a manager and contemporary management theories. Topics include team building, relationship building, communications, delegation, professionalism and ethics.

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

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

Managing Using Emotional Intelligence

★ Part of a Workforce Training Certificate

Learn about the power of Emotional Intelligence (EQ) and its effect on employee engagement, motivation, productivity and retention of top talent in your organization. Explore Emotional Intelligence theories and assess and learn your own EQ style. Identify your areas of strength, as well as opportunities for improvement. Course cost includes assessment.

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

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

LEADERSHIP FOR THIS NEW WORLD SERIES

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

The Self-Aware Leader

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

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

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

Building Safety & Trust

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

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

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

Focus, Resilience & Essentialism 📌

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

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

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

PROFESSIONAL DEVELOPMENT

Cultural Awareness and Sensitivity in the Workplace

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

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

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



Financial Bootcamp for Business Professionals

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

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

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

Organizational Skills for the Overwhelmed 📌

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

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

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

Promoting Racial Equity and Justice at Work 📌

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

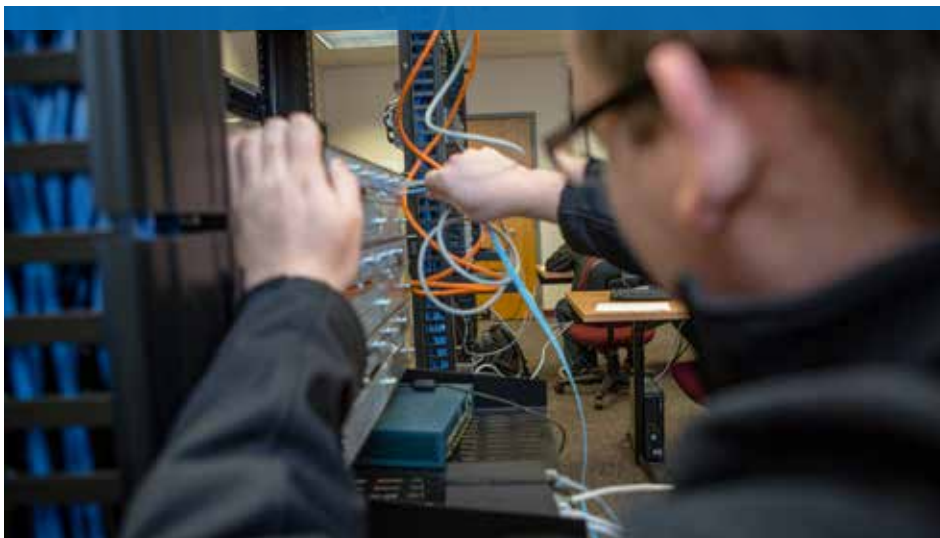
MGT-563 | \$109 (includes fees: \$30)

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

CAREER CENTRAL NETWORK (CCN)

Contact us to register for our **free, web-based tool** to connect with students, alumni and community residents who are **looking for employment opportunities!**

info@Advantage-C.com



Turning Incivility into a Respectful, Thriving Work Culture 🗣️

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

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

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

High School Diploma Options for Adults

Improve your business's bottom line by boosting your employees' basic skills. Improve their ability to work as team members, implement new technologies, and think critically and problem solve. The Adult Education Programs include High School Diploma options, English for Speakers of Other Languages and Family Literacy.

For details on Adult Education Programs, call 410-386-8630.

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Intro to Computer Basics

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

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

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

Microsoft Office Skills: Building a Strong Foundation

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

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

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

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

Word Level 1 🗣️

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

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

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

Word Level 2 🗣️

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

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

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

Excel Level 1

Not just for those new to Excel! Take advantage of Excel's powerful spreadsheet capabilities. Learn to construct and modify worksheets, incorporate formulas and functions, develop charts, hide data and utilize shortcuts. Additional topics include formatting data, printing options and inserting automatically updating dates. Highly recommended: Experience with a mouse, keyboard and Windows. This course utilizes Microsoft Excel 2016.

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

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

Excel Level 2

Let Excel do the work for you! Learn to incorporate templates and graphics into your spreadsheets and work with multiple-sheet workbooks. Other topics include using higher level formulas, financial functions and conditional formatting. Prerequisites: Excel Level 1 or equivalent experience. This course utilizes Microsoft Excel 2016. Text required.

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

A2B Mon, Wed | Oct. 3 – 10 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Mchele Swing

PowerPoint Level 1

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

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

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

Outlook Level 1

Send and receive email and use the Outlook calendar to set up appointments and meetings with ease. Learn how to use Outlook to send and receive email, store information in contacts, use the calendar's scheduling features, and create tasks and notes. Users of all versions of Outlook will benefit from this course. Highly recommended: Basic keyboard and mouse skills and familiarity with Windows.

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

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

Access Level 1

Store, organize and manage your data efficiently and easily. In this hands-on course, learn to create and manage all of the necessary components of a database, including tables and queries. Other topics include entering, modifying and maintaining data, working with forms and reports, setting up databases and developing more powerful queries. Highly recommended: Basic computer skills and some familiarity with other Office programs. This course utilizes Microsoft Access 2016.

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

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

DATA SCIENCE

Introduction to Data Analysis

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

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

A2 Online Sept. 6 – 30



Help Your People Work Better Together

Equip your workforce with the insight needed to work better together!

Engage your team in a unique learning experience, powered by Everything DiSC®.

- Promote personalized insights to deepen individuals' understanding of self and others, making workplace interactions more enjoyable and effective.
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Certificate in Data Analysis

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

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

A2 Online Sept. 6 – Dec. 2

FINANCIAL

QuickBooks Pro Level 1

 *Part of a Workforce Training Certificate*

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

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

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

QuickBooks Pro Level 2

 *Part of a Workforce Training Certificate*

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

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

A2B Mon, Wed | Oct. 10 – 19 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Siannelle Hopkins

QuickBooks Pro Certified User Exam Prep

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

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

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

ADOBE CREATIVE CLOUD

Photoshop Level 1

Customize and edit photos like a pro! Understand image file types and apply basic photo editing features such as cropping and red eye reduction. Learn to utilize features such as layers, masking and gradients. Discover shortcuts to increase your productivity. Highly recommended: Familiarity with basic computer skills, including keyboard and mouse. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

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

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

PhotoShop Level 2

 *Part of a Workforce Training Certificate*

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

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

A2B Mon, Wed | Oct. 31 – Nov. 7 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Illustrator Level 1

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

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

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

Illustrator Level 2

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

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

A2B Mon, Wed | Nov. 14 – 21 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

InDesign Level 1

★ Part of a Workforce Training Certificate

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

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

A2B Mon, Wed | Dec. 5 – 12 | 6:30 – 8:50 p.m.

3 sessions | Main Campus

Instructor: Lara Benstein

Premiere Level 1: Introduction to Digital Video Editing

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

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

A2B Tue, Thu | Sept. 20 – 29 | 6 – 8:45 p.m.

4 sessions | Main Campus

Instructor: Nikola Zenov

Premiere Level 2: Advanced Digital Video Editing

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

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

A2BP Tue, Thu | Oct. 4 – 13 | 6 – 8:45 p.m.

4 sessions | Main Campus

Instructor: Nikola Zenov



CYBERSECURITY

Basic CompTIA A+ Certification Prep



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

CMP-067 | \$125 (includes fees: \$05)

B1 Online Aug. 17 – Sept. 23

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

CompTIA Network+ Certification Prep



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

DAP-819 | \$120 (includes fees: \$00)

A2 Online Sept. 14 – Oct. 21

B2 Online Oct. 12 – Nov. 18

C2 Online Nov. 16 – Dec. 23

D2 Online Dec. 14 – Jan. 20

DID YOU KNOW?

Most of our **ONLINE CLASSES**
are held via a
LIVE MEETING
with your favorite
instructor(s).

Mind Your Workplace



The employee mental health crisis is worsening. Supporting and protecting the mental health of employees is vital to the future of your business. Employees experiencing anxiety, burnout and lack of work/life balance are looking elsewhere to meet their needs.

Let Advantage C support your workforce wellbeing initiatives. Targeted solutions include:

- Evidence-Based Mind/Body Wellness workshops (train-the-trainer options available)
- Positive Intelligence (PQ) workshops, with access to app-guided practices to support personal reflection and action to support mental fitness
- Leadership development
- Employee training
- Professional coaching for leaders, staff and teams
- Retention & Wellbeing consulting services

Advantage C

To learn more, contact
info@Advantage C.com.

031. 02-22 0821

Introduction to PC Security

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

DAP-096 | \$129 (includes fees: \$05)

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

Introduction to PC Troubleshooting

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

DAP-105 | \$129 (includes fees: \$05)

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

High School Diploma Options for Adults

Improve your business's bottom line by boosting your employees' basic skills. Improve their ability to work as team members, implement new technologies, and think critically and problem solve. The Adult Education Programs include High School Diploma options, English for Speakers of Other Languages and family literacy.

For details on Adult Education Programs, call 410-386-8630.

CODING & PROGRAMMING

Introduction to Python 3 Programming

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

OMP-017 | \$129 (includes fees: \$05)

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

Introduction to Game Design

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

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

A2	Online	Sept. 6 – 30
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Certificate in Basic Game Design

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

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

A2 Online Sept. 6 – Oct. 28

DIGITAL AND SOCIAL MEDIA

Introductory Seminar in Digital and Social Media

★ Part of a Workforce Training Certificate

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

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

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

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PROGRAMS**

at www.carrollcc.edu/degree



Social Media Strategies and Tactics

★ Part of a Workforce Training Certificate

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

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

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

Social Media Analytics: Measuring and Assessing Metrics and ROI

★ Part of a Workforce Training Certificate

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

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

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

Advertising on Social Media

★ Part of a Workforce Training Certificate

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

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

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

Digital and Social Media Program Capstone

★ *Part of a Workforce Training Certificate*

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

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

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

DRONES (UAS)

NEW! Commercial Remote Pilot Pt. 1

★ *Part of a Workforce Training Certificate*

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

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

Aug. 30 – Sept. 22 | 8 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Aug. 30 | 6:30 – 9 p.m.
Online
Thu, Tue | Sept. 1 – 22 | 6:30 – 9 p.m.
Main Campus
Instructors: @offrey Vigt

DID YOU KNOW?

Most of our **ONLINE CLASSES** are held via a **LIVE MEETING** with your favorite instructor(s).

NEW! Commercial Remote Pilot Pt. 2

★ *Part of a Workforce Training Certificate*

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

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

Sept. 27 – Oct. 13 | 8 sessions
Hybrid (online with one or more sessions held on campus)
Tue, Thu | Sept. 27 – Oct. 11 | 6:30 – 9 p.m.
Online
Sat | Oct. 1 | 9 a.m. – 3 p.m.
Main Campus
Sat | Oct. 8 | 3 – 9 p.m.
Main Campus
Thu | Oct. 13 | 6:30 – 9 p.m.
Main Campus
Instructors: @offrey Vigt

NEW! Advanced Remote Flight

★ *Part of a Workforce Training Certificate*

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

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

Oct. 27 – Nov. 19 | 5 sessions
Hybrid (online with one or more sessions held on campus)
Thu | Oct. 27 | 6:30 – 8:30 p.m.
Online
Sat | Oct. 29 – Nov. 12 | 9 a.m. – 3 p.m.
Main Campus
Sat | Nov. 9 | 3 – 9 p.m.
Main Campus
Instructor: George Colonna

NEW! Foundations of Aerial Photo and Data

★ *Part of a Workforce Training Certificate*

Get a foundational understanding of how to edit using industry-leading software for both the visual and data world. Learn the art and science of editing and processing what you capture with your drone. Present your edited images as if you were presenting to a potential client. Get the next steps on how to launch your own business with entrepreneur help. Prerequisite: DRN-022 or DRN-002

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

Nov. 1 – Dec. 13* | 13 sessions
Hybrid (online with one or more sessions held on campus)
Tue, Thu | Nov. 1 – 17 | 6:30 – 8:30 p.m.
Main Campus
Tue, Thu | Nov. 22 – Dec. 13 | 6:30 – 8:30 p.m.
Online
Sat | Dec. 3 | 9 a.m. – 2 p.m.
Main Campus
*No class 1/24
Instructors: Nikola Zenov, George Colonna

CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

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

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

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

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

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

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

A2P Oct. 5 – 22* | 8 sessions

Wed | Oct. 5 & 19 | 6 – 9:45 p.m.

Main Campus

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

Main Campus

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

Main Campus

Sat | Oct. 8 & 22 | 8 a.m. – 12 p.m.

Main Campus

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

Instructor: James Slater

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WATER & WASTE WATER TREATMENT

How to Prevent a Catastrophic Event to Your Wastewater System

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

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

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

National Pollutant Discharge Elimination System (NPDES) Permit Reporting

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

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

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

Chlorination Technology

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

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

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

CAREER CENTRAL NETWORK (CCN)

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1-800-875-4770

OSHA/SAFETY/CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

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

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

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

OSHA

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry

Prepare to teach the 10- and 30-hour construction safety and health Outreach Training Program. Using OSHA Construction Standards as a guide, learn about those topics required in the 10- and 30-hour programs, with special emphasis placed on those which are most hazardous. Prerequisites: Students must successfully complete the OSHA 510 Occupational Safety and Health Standards for Construction and have 5 years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for 2 years of work-related experience.

VOC-613

A1 Mon – Thu | Aug. 15 – 18 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

OSHA 3115 Fall Protection

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements and developing a fall protection program. Upon course completion, students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

SFT-005

A2 Tue, Wed, Thu | Sept. 6 – 8 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Fall Protection Train-the-Trainer Course

In the U.S. construction industry, falls are the leading cause of worker fatalities. This program provides the elements to develop a good Fall Protection Training Program to include determining fall protection training needs, identifying goals and objectives, developing learning activities, and conducting and evaluating the training program. Includes Facilitator Guide and CD. Prerequisite: Must have completed OSHA 3115 Fall Protection within the last 12 months and provide CRSC with a copy of your course completion certificate.

SFT-006

A2 Fri | Sept. 9 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 2264 Permit Required Confined Space Entry

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

VOC-112

A2 Mon, Tue, Wed | Oct. 10 – 12 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Confined Space Train the Trainer

This trainer course provides training on all aspects of 29 CFR 1910.146 and 29 CFR 1926.1200 Subpart AA Confined Space in Construction. Each student will receive a student binder and a CD, which includes PowerPoint presentations, video clips, test questions and additional resource information for Confined Spaces training. Prerequisite: You must have completed the OSHA 2264 Permit Required Confined Space Entry course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

VOC-113

A2 Thu | Oct. 13 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 510 - Basic Course for Construction Industry

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

VOC-596

A2 Mon – Thu | Nov. 7 – 10 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

Lift Truck Train the Trainer

This OSHA compliant, comprehensive program covers every aspect of lift truck training. Learn about OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 compliance, how to evaluate operators' performance, educate non-operators about working safely around powered industrial trucks, and teach safe procedures and maintenance. Includes easy-to-follow Facilitator Guide with companion DVD to help course leaders engage participants through 7 instructional modules.

VOC-111

A2 Fri | Nov. 18 | 8 a.m. – 4 p.m.
1 session | Main Campus



OSHA 3015 - Excavation, Trenching, & Soil Mechanics

Learn about the OSHA Excavation Standard and the safety and health aspects of excavation and trenching. Topics include practical soil mechanics and their relationship to the stability of shored and unshored slopes and walls of excavations; introduction to various types of shoring (wood timbers and hydraulic); soil classification and use of protective systems. Testing methods are demonstrated, and students participate in workshops using instruments such as penetrometers, torvane shears and engineering rods.

SFT-007

A2 Mon, Tue, Wed | Dec. 12 – 14 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

This trainer course is recommended for inspectors, auditors, safety and health professionals, and personnel responsible for writing, auditing or training employees with an active role in trenching and excavations. It was developed and designed to educate participants to train about all aspects of 29 CFR 1926 Subpart P Excavations. Prerequisite: Must have completed the OSHA 3015 Excavation, Trenching and Soil Mechanics course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

SFT-008

A2 Thu | Dec. 15 | 8 a.m. – 4 p.m.
1 session | Main Campus

TRANSPORTATION

COMMERCIAL TRUCK DRIVER

Acquire the knowledge and skills required to obtain highly sought-after commercial driver positions in today's dynamic trucking industry. Students accepted into the program will begin instruction in the classroom, where they will learn about vehicles, basic truck driving controls, pre-trip inspection, yard skills, map reading, log books, emergency protocol and more. Students will then move to a secure driving range, where they will get behind the wheel and learn the safe and efficient operation of various tractor-trailer vehicles. Experienced Instructors will help students gain the skills and confidence to take their new skills on the road. Upon successful completion of training, students will have the knowledge and skills needed to apply for their Class A commercial driver's license from the Maryland Department of Motor Vehicles.

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A close-up photograph of a man with a beard and mustache, wearing a dark blue suit, white shirt, and blue tie. He is smiling broadly, looking upwards and to the left.

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