

BALANCE

Non-Credit Class Schedule
Winter – Spring 2022

Inside

- Career Training
Scholarships Available!
- Personal Enrichment
- Business & Leadership
Development

Build your career. Enrich your life.

WELCOME TO CAMPUS

We're excited to welcome our community
to a safe, fully opened campus.



MOST CLASSES WILL BE HELD ON CAMPUS.

We know the in-person experience is invaluable.

ONLINE AND HYBRID COURSES WILL CONTINUE TO BE OFFERED.

Enjoy the flexibility of online learning for select courses.

FINANCIAL ASSISTANCE IS AVAILABLE.

Funding is available for non-credit students for training that leads to employment, licensure, industry certification or job enhancement. For information, visit www.carrollcc.edu/tuitionassistance

We look forward to seeing you on campus!

For our current course offerings, visit www.carrollcc.edu/CETRegistration.

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Numbers to Know



Admissions for Degree Programs.....	410-386-8430
Advising/Transfer for Degree Programs	410-386-8435
Career Services.....	410-386-8523
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Disabilities	410-386-8329
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Records/Registration for Degree Programs	410-386-8440



WORKFORCE TRAINING CERTIFICATES

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

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

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

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

Tuition assistance may be available for eligible non-credit students. Visit www.carrollcc.edu/tuitionassistance.

Affordable Payment Plan

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



Show It Off.

Broadcast your accomplishment with a Digital Badge

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

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

Offered in partnership with Credly, you can:

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

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



Financial Assistance for Workforce Training Certificates

More than \$150,000
in scholarship
funds available!

ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

AVAILABLE SCHOLARSHIPS:

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

Scholarships are limited,
so act fast!



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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ANIMAL CONTROL AND CARE

Veterinary Assistant

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

Courses

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

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

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

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

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

CHILD CARE

Child Care Professional Early Childhood Teacher

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

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

**Child Care Professional
Infant/Toddler Teacher**

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

Courses

CCT-514 Growth and Development in Early Childhood (online)

or CCT-513 Materials and Methods for Early Childhood Education

and CCT-512 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

**Child Care Professional
School Age Teacher**

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

Courses

CCT-514 Growth and Development in Early Childhood (online)

CCT-516 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

DRONE

Commercial UAS (Drone) Pilot

Prepare for an exciting career as a Commercial Drone Pilot. This training prepares you to earn the FAA Remote Pilot in Command Certificate. Gain hands-on experience flying a variety of drones, including the DJI Pro 2, in real world scenarios. You will also train on software and applications to manipulate photos, video and data captured by the drones. UAS (Drone) use has boomed across a wide range of commercial and industrial applications in which the technology has provided a number of advantages including data collection, workforce safety and cost benefits. This implementation has created a need for trained pilots and the Association for Unmanned Vehicle Systems International (AUVSI) predicts over 100,000 drone related jobs will be created by 2025.

Courses

DRN-001 Introduction to UAS (Drone) Technology

DRN-005 UAS (Drone) Ground School

DRN-006 UAS (Drone) Flight School

DRN-007 UAS (Drone) FAA Remote Pilot Certificate Prep

DRN-002 UAS (Drone) Advanced Flight School

DRN-003 Foundations of Aerial Photo & Video Editing

DRN-004 Foundations of Aerial Data

DRN-008 UAS (Drone) Pilot Capstone

DRN-009 UAS (Drone) Flight Log

Approximate Number of Hours

95 hours, plus 30 hours of flight

Approximate Training Cost

\$2,600

Licensure/Certification Earned

Students are prepared for FAA Part 107 Remote Pilot Certification (certification required to enroll in DRN-002).

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

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



FITNESS

Personal Fitness Trainer

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

Courses

VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$574

Licensure/Certification Earned

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

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

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

HEALTH CARE

Certified Nursing Assistant (CNA)

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

Prerequisites

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

AHE-257 CNA Preparation

Courses

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

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

AHE-455 GNA Skills Lab

Approximate Number of Hours

138 hours (excluding prerequisites)

Approximate Training Cost

\$2,043 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Dental Assistant

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

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

AHE-063 Introduction to Dental Assisting

AHE-298 Oral Radiography

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,865 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Emergency Medical Technician

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

Courses

AHE-373 Emergency Medical Technician 1

AHE-320 Emergency Medical Technician 2

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

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

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

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

Medical Assistant

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

Courses

Module 1 (approx. 170 hrs.)

- AHE-149 Medical Terminology for Health Careers
- AHE-144 Introduction to Health
- AHE-145 Introduction to Health Care Systems
- AHE-312 Professional Preparation for Medical Assistants
- AHE-146 Basic Math for Health Care Workers
- AHE-315 BLS Provider or current AHA-BLS Provider CPR card
- AHE-147 HIPAA Training
- AHE-275 Pharmacology

Module 2 (approx. 330 hrs.)

- AHE-282 Basic Anatomy & Physiology for Health Careers
- AHE-160 Basic Patient Intake
- AHE-288 Basic EKG Training
- AHE-212 Introduction to Electronic Health Records
- AHE-243 Medical Administrative Assistant
- AHE-211 Intro Lab Techniques for Medical Assistants
- AHE-289 Phlebotomy for Health Careers
- AHE-199 Medical Billing for the Physician's Office

Module 3 (approx. 120 hours)

- AHE-240 Medical Assistant Clinical 1
- AHE-241 Medical Assistant Clinical 2

Approximate Number of Hours

620 hours

Approximate Training Cost

\$8,200 (plus texts)

Licensure/Certification Earned

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

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

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

Medical Biller

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

Courses

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

Approximate Number of Hours

101 hours

Approximate Training Cost

\$1,314

Licensure/Certification Earned

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

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

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

Pharmacy Technician

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

Courses

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

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,497 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Phlebotomy Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,163 (excluding prerequisites)

Licensure/Certification Earned

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

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

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



Registered Behavior Technician

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

Courses

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

Approximate Number of Hours

40 hours

Approximate Training Cost

\$546

Licensure/Certification Earned

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

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

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

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,374 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

INFORMATION TECHNOLOGY

Computer Graphic Designer

Computer graphic designers are responsible for the design and layout of print and web-based marketing materials, brochures, flyers and logos. They often work for graphic design firms or as freelance designers.

Core Courses

- CMP-022 Introduction to Computer Graphics (co-listed with credit)
- DAP-186 Photoshop Level 2
- CMP-023 Typography (co-listed with credit)
- DAP-441 InDesign Level 1
- DAP-574 InDesign Level 2
- CMP-024 Computer Graphic Designer Capstone

Approximate Number of Hours

119 hours

Approximate Training Cost

\$1,452 plus texts

Licensure/Certification Earned

None

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

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

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

MEDIA

Media Production Specialist

Media production specialists produce, edit and manipulate images, graphics, audio and video for a wide audience to inform or entertain. This program will train individuals to pursue a freelance or professional career to edit audio, video and operate a variety of camera equipment and devices. This certificate is conducted in partnership with, and on location of, the Community Media Center and its staff.

Courses

- MMD-005 Introductory Seminar in Media Production
- DAP-842 Media Pre-Production
- DAP-843 Audio Production
- MMD-002 Media Production
- MMD-003 Media Post-production
- MMD-004 Formatting Media Content for Online Platforms
- MMD-001 Media Production Specialist Capstone

Approximate Number Hours

98 hours

Approximate Training Cost

\$1,940

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.

REAL ESTATE

Home Inspector

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

Courses

- VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

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

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

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

Real Estate Sales Agent

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

Courses

- REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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

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

TRADES

Electrical Helper

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

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,520

Licensure/Certification Earned

None.

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

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

Electrical Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.



HVACR Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

HVACR Technician

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

Courses

- VOC-220 Applications in Environmental Systems I
- VOC-094 Applications in Environmental Systems II

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,178

Licensure/Certification Earned

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

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

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

Welder/Advanced Welding

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

Courses

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

Approximate Number of Hours

120 hours

Approximate Training Cost

\$2,702

Licensure/Certification Earned

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

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

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

TRANSPORTATION

Truck Driver

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

Courses

- TRA-062 CDL-A Classroom, Learner Permit and Pre-Trip Introduction
- TRA-063 CDL-A Maneuvers and Road Skill Basics
- TRA-064 CDL-A Road and Advanced Safety Skills

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

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

Licensure/Certification Earned

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

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

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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

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

Courses

- AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$972

Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

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

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

Medicine Aide Training

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

Courses

- AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$935

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

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

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

INFORMATION TECHNOLOGY

Digital and Social Media Professional

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

Prerequisite Course

None

Courses (in order)

- DAP-772 Introductory Seminar in Digital and Social Media
- DAP-837 Social Media Strategies and Tactics
- DAP-775 Social Media Analytics: Measuring and Assessing Metrics and ROI
- DAP-807 Advertising on Social Media
- DAP-778 Digital and Social Media Program Capstone

Approximate Number of Hours

33 hours

Approximate Training Cost

\$767

Licensure/Certification Earned

None

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

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



QuickBooks Pro Specialist

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

Courses

- DAP-591 QuickBooks Pro Level 1
- DAP-762 QuickBooks Pro Level 2
- DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

30 hours

Approximate Training Cost

\$800 includes text, practice exam and exam voucher

Licensure/Certification Earned

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

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

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

MANAGEMENT

Management Development

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

Courses

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

Approximate Number of Hours

69 hours

Approximate Training Cost

\$1,489

Licensure/Certification Earned

None

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

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

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

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 hold a current Remote Pilot Certification and need to brush up on your knowledge for recertification, or 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.

Prerequisite Course

- DRN-005 UAS (Drone) Ground School and
- DRN-006 UAS (Drone) Flight School, comparable ground school, or current/previous FAA Remote Pilot certificate holder

Course

- DRN-007 UAS (Drone) FAA Remote Pilot Certificate Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$218

Licensure/Certification Earned

Students are prepared to sit for the Aeronautical Knowledge Test which will allow them to obtain the FAA Airman Certificate and obtain the Remote Pilot Certificate.

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

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

HOME IMPROVEMENT

**Home Improvement Contractor:
MHIC Exam Prep**

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

Courses

VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

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

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

HUMAN RESOURCES

**Professional in Human Resources
(PHR) Exam Prep**

Prepare for HRCI’s PHR or SPHR exams and earn the most widely known credential in the HR industry. This course will review key competency areas. To qualify to take the exam, you must meet HRCI’s minimum education and experience requirements. Visit www.hrci.org for requirements, testing windows and exam fees (student is responsible for exam fees).

Course

XXP-073 PHR/SPHR Exam Preparation Course

Approximate Number of Hours

135 hours, self-paced, 12 months to complete

Approximate Training Cost

\$2,460 plus the costs of practice exams

Licensure/Certification Earned

Students are prepared to sit for the HRCI’s PHR or SPHR exams.

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

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

INFORMATION TECHNOLOGY

CompTIA A+

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

Courses

CMP-067 Basic CompTIA A+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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

CompTIA Network+

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

Courses

DAP-819 CompTIA Network+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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



Need Help?

Help With Career Choices

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

XXB-138 | No Cost

A3 Mon | Jan. 24 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B3 Mon | Feb. 28 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C3 Mon | Mar. 14 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

A4 Mon | Apr. 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

Register online at
carrollcc.edu/CETRegistration
or call Continuing Education
and Training at 410-386-8100.

Microsoft Excel Microsoft Office Specialist (MOS) Certification Preparation

Validate your proficiency with Microsoft Excel and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective-by-objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as creating workbooks, managing worksheets, cells and tables.

Courses

CMP-019 Microsoft Excel MOS Exam Prep

Approximate Number of Hours

7 hours

Approximate Training Cost

\$260 includes text

Licensure/Certification Earned

Students are prepared to sit for the Microsoft Excel Office Specialist (MOS) Exam.

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

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

Microsoft Word Microsoft Office Specialist (MOS) Certification Preparation

Validate your proficiency with Microsoft Word and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective by objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as document management, formatting text, paragraphs and objects.

Courses

CMP-065 Microsoft Word MOS Exam Prep

Approximate Number of Hours

7 hours

Approximate Training Cost

\$260 includes text

Licensure/Certification Earned

Students are prepared to sit for the Microsoft Word Office Specialist (MOS) Exam.

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

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

QuickBooks Pro Specialist Certification Preparation

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

Courses

DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$255

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.

A close-up photograph of a man wearing a white hard hat and safety glasses, focused on working on a circuit board. He is wearing grey work gloves and a blue shirt. The background is blurred, showing other people in a workshop or factory setting. A large blue diagonal shape is overlaid on the left side of the image, containing white text.

CAREER & CONTINUING PROFESSIONAL EDUCATION

Help Brighten Someone's Smile
Fill the Role of a **Dental Assistant** > page 36

Draw on Our Top-Notch Training
For a Career in **Phlebotomy** > page 42

Earn While You Learn to Become a
Certified Nursing Assistant > page 46



ADVANCED MANUFACTURING

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

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

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

Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

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

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

Online Start Anytime 9 months to complete

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in
scholarship funds available,
plus tuition assistance for
eligible non-credit students.

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

001-03-22

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)

A4 Fri | April 8 | 8 a.m. – 12:15 p.m.
1 session | Main Campus
Instructor: Scott Gore

WELDING

Basic Welding

Part of a Workforce Training Certificate; see page 3

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

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

A3 Wed, Thu | Jan. 12 – Feb. 10 | 6 – 9:15 p.m.
10 sessions | Carroll County Career & Tech Center
Instructor: Aaron Gilmore

Advanced Welding

Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Thu | Feb. 23 – April 20* | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
*No class 3/23, 3/24

Advanced Welding 2

Part of a Workforce Training Certificate; see page 3

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

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

A3PWC Mon, Tue | Feb. 14 – April 12* | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg
*No class 2/21, 3/21, 3/22

A4 Thu, Tue | April 21 – June 9 | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

BUSINESS

Miller, Resources for Entrepreneurs, a Service of Carroll Community College is the leading resource in Carroll County to help your small business grow and get new businesses started.

Miller offers:

- One-on-one consultations
- Informative business workshops and conferences
- Instructors who are business experts and successful entrepreneurs
- Courses to assist with all facets of business start-up and growth

For more information:

www.MillerSmallBusiness.com
410-386-8012

ENTREPRENEURSHIP

ESSENTIAL CLASSES AND WORKSHOPS

Ready, Set, Go! 🗑️

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

MSB-101 | No Cost

A3 Thu | Jan. 27 | 9 – 11 a.m.
1 session | Online

B3 Thu | Feb. 24 | 9 – 11 a.m.
1 session | Online

C3 Thu | March 24 | 9 – 11 a.m.
1 session | Online

A4 Thu | April 28 | 9 – 11 a.m.
1 session | Online

And Away We Grow: Business Essentials

 🗑️

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

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

A3 Fri | March 18 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

And Away We Grow: Marketing

 🗑️

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

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

C2 Fri | Dec. 17 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A3 Fri | Feb. 25 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 29 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski



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 a Miller (MSB) class or workshop.

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

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

072-05-22 1021 CAR



Business Exit Strategies and Transition

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

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

A3 Thu | Jan. 27 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

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

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

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

A3 Tue, Thu | Jan. 11 & 13 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A4 Tue, Thu | April 5 & 7 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Management Information Systems for Small Business

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

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

A3 Tue, Thu | Feb. 1 & 3 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A4 Tue, Thu | April 12 & 14 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Small Business Marketing Workshop

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

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

A3 Fri | Jan. 14 | 8 – 9:30 a.m.
1 session | Online
Instructor: Missie Wilcox

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

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

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

A3 Fri | Jan. 21 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

Understanding Accounting and Financial Statements

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

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

A3 Tue, Thu | Feb. 22 & 24 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A4 Tue, Thu | April 26 & 28 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Understanding Business Insurance

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

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

A3 Tue, Thu | Feb. 1 & 3 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

Blogging Workshop

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

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

A3 Tue, Thu | Feb. 15 & 17 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A4 Tue, Thu | April 19 & 21 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

Game Changers for Small Business

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

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

A3 Thu | Feb. 17 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Thu | April 21 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski



How to Pitch Your Business

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

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

A3 Fri | Feb. 18 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 22 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

How to Start and Market Your Business Online

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

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

A3 Fri | Feb. 11 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A4 Fri | April 15 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

LinkedIn Workshop

Build your contacts and increase your opportunities for new sales in this interactive workshop! Get connected to LinkedIn and learn the basics as well as how to navigate and utilize all its available tools. Business owners will find out just how valuable this platform can be to connect to new opportunities.

MSB-064 | \$79 (includes fees: \$69)

A3 Tue | March 29 | 6 – 7:30 p.m.
1 session | Online
Instructor: Megan Odegaard

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

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

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

C2 Mon, Tue | Dec. 13 & 14 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A3 Tue, Thu | March 15 & 17 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A4 Tue, Thu | April 26 & 28 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

Social Media Content Creation

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

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

A3 Fri | Feb. 4 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Megan Odegaard

A4 Fri | April 1 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Megan Odegaard

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GET HELP PAYING FOR CAREER TRAINING

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



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, copy writing, web design, information technology and branding. This workshop will guide you step-by-step through moving your new online home from your to-do list to a fully launched site that your audience can use to find, contact and support you. Even if you have no background with web development, this workshop provides the instruction and resources to help you write, design and launch your website and increase your brand presence in as little as three weeks. If you already have a website, this course can help you enhance its effectiveness and scope, refresh your text and design, expand your single page layout or even launch a secondary portion for a new product or service.

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

A3 Mon | Jan. 24 – Feb. 7 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard

A4 Mon | April 11 – 25 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard

Tuition \$200

or more?

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to learn more!

ONLINE PARTNERSHIP CLASSES

Blogging and Podcasting for Beginners

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

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

D2 Online Dec. 15 – Jan. 21

Business Finance for Non-Finance Personnel

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

MSB-079 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. Whether you seek to improve your own writing or learn to identify effective copy, this course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.

SBA-503 | \$129 (includes fees: \$105)

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Creating a Successful Business Plan

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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Marketing Your Business on The Internet 📧

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

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

D2	Online	Dec. 15 – Jan. 21
A3	Online	Jan. 12 – Feb. 18
B3	Online	Feb. 9 – March 18
C3	Online	March 16 – April 22
A4	Online	April 13 – May 20

Mastery of Business Fundamentals 📧

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

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

D2	Online	Dec. 15 – Jan. 21
A3	Online	Jan. 12 – Feb. 18
B3	Online	Feb. 9 – March 18
C3	Online	March 16 – April 22
A4	Online	April 13 – May 20

Small Business Marketing on a Shoestring 📧

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

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

D2	Online	Dec. 15 – Jan. 21
A3	Online	Jan. 12 – Feb. 18
B3	Online	Feb. 9 – March 18
C3	Online	March 16 – April 22
A4	Online	April 13 – May 20

Understanding the Human Resource Function 📧

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

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

D2	Online	Dec. 15 – Jan. 21
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Start & Operate Your Own Home Based Business 📧

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

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

A3	Online	Jan. 12 – Feb. 18
B3	Online	Feb. 9 – March 18
C3	Online	March 16 – April 22
A4	Online	April 13 – May 20

DIGITAL AND SOCIAL MEDIA

Introductory Seminar in Digital and Social Media 📧

★ Part of a Workforce Training Certificate; see page 3

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

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

A3	Mon, Wed	Feb. 7 & 9	6:30 – 8:30 p.m.
	2 sessions Online		Instructor: Galanda Brooker



Social Media Strategies and Tactics

★ Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Mon | Feb. 16 – March 7 | 6:30 – 8:50 p.m.
6 sessions | Online
Instructor: Galanda Brooker

Social Media Analytics: Measuring and Assessing Metrics and ROI

★ Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Mon | March 9 – 16 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Galanda Brooker

Advertising on Social Media

★ Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Mon | March 30 & April 4 | 6:30 – 8:30 p.m.
2 sessions | Online
Instructor: Galanda Brooker

Digital and Social Media Program Capstone

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P Wed, Mon | April 6 & 11 | 6:30 – 8:30 p.m.
2 sessions | Online
Instructor: Galanda Brooker

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)

A3 Jan. 8 – Feb. 12 | 5 sessions
Sat | Jan. 8 - Feb. 12 | 9 a.m. – 4 p.m.
Online
Instructor: Danna Blum
No class 1/15

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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

001-03-22

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)

- A3 Jan. 19 & Feb. 23 | 2 sessions
Wed | Jan. 19 | 9 – 11:15 a.m.
Online
Wed | Feb. 23 | 9 a.m. – 4 p.m.
Main Campus
Instructor: Janet Ladd

Building a Winning Team: Interviewing, Selecting & Hiring Employees

★ Part of a Workforce Training Certificate; see page 3

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

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

- A3 Thu | Feb. 10 | 9 a.m. – 4 p.m.
1 session | Online
Instructor: Alison Kelly

Coaching Employees To Peak Performance

★ Part of a Workforce Training Certificate; see page 3

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

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

- A3 Thu | Feb. 24 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Debby Neely

Communication Skills for Managers

★ Part of a Workforce Training Certificate; see page 3

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

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

- A4 Tue | April 5 | 9 a.m. – 4 p.m.
1 session | Online
Instructor: Michael Manion

Conflict Management

★ Part of a Workforce Training Certificate; see page 3

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

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

- A3 Thu | March 17 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Angelica Carter

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)

- A3 Wed | Feb. 9 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

Effective Performance Appraisals

★ Part of a Workforce Training Certificate; see page 3

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

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

- A3 Tue | Feb. 15 | 9 a.m. – 4 p.m.
1 session | Online
Instructor: Alison Kelly

Fostering Diversity in the Workplace

★ Part of a Workforce Training Certificate; see page 3

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

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

- A3 Tue | March 29 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: DaVida Anderson



The Grit Plan for Women in the Workplace: How to Build Grit in Yourself and Others

What does it look like to live with grit? How do you build it in yourself and others? Women today are juggling work, home and – oh yeah – a pandemic. Stress and anxiety can lead to burnout and bad decisions. Grit can get you through it all! Learn how to build grit within yourself and help others develop it too. Appropriate for women leaders, whether you have the formal title or not, this course will help you create a Grit Plan to support positive change.

MGT-559 | \$89 (includes fees: \$30)

A3 Tue | Jan. 11 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: Debby Neely

HR Legal Issues for Managers

 Part of a Workforce Training Certificate; see page 3

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

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

A3 Tue | March 8 | 9 a.m. – 4 p.m.
1 session | Online
Instructor: Anthony George

Introduction to Microsoft Project Management 2019/Office 365

In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details. Armed with this information, you will avoid stalling or overloading your schedule. If you encounter trouble, you will know how to best utilize Project 2019 to get your project back on track.

CMP-051 | \$139 (includes fees: \$110)

D2 Online Dec. 15 – Jan. 21

Leading Change in the Workplace

 Part of a Workforce Training Certificate; see page 3

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

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

A4 Tue | April 12 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Michael Manion

Leading High Performance Teams

 Part of a Workforce Training Certificate; see page 3

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

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

A4 Thu | April 21 | 9 a.m. – 4 p.m.
1 session | Online
Instructor: Michael Manion

Management Basics: Foundations for Success

 Part of a Workforce Training Certificate; see page 3

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

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

A3 Tue, Thu | Feb. 1 & 3 | 11:30 a.m. – 4:30 p.m.
2 sessions | Main Campus
Instructor: Michael Manion

Managing Using Emotional Intelligence

 Part of a Workforce Training Certificate; see page 3

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

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

A3 Thu | March 3 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Angelica Carter

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)

A3 Wed | March 16 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

001-03-22

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)

A3 Wed | Jan. 26 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

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

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)

A3 Fri | Jan. 14 – 28 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Building Safety and Trust

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

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

A3 Fri | Feb. 4 – 18 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Leadership Academy

Offered in partnership with John Kennedy



Take the Lead!

Sharpen your leadership skills while improving your marketability as a professional.

This online, comprehensive program features seven video-based modules to enhance your personal leadership effectiveness while strengthening your team.

You will earn:

2.0 Continuing Education Units

HR Leaders will earn:

20 SHRM PDUs

20 HRCI Business Credits

Online | Starts monthly on the 1st

Seven modules | # MGT-522

\$795 Carroll County residents

\$805 Non-Carroll County residents
(includes fees: \$587)

Advantage C

See full course description with module topics and register online at www.carrollcc.edu/CETRegistration or call 410-386-8100.

071-08-21-1020



Focus, Resilience & Essentialism

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

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

A3 Fri | March 4 – 18 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

PROFESSIONAL DEVELOPMENT

The Complete Project Manager with CAPM and PMP Prep

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today’s project practitioners and prepare them for either the CAPM® or PMP® certifications.

XXG-125 | \$2,005 (includes fees: \$1,995)

Online Start Anytime 12 months to complete

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)

A4 Fri | April 8 | 9 a.m. – 4 p.m.
1 session | Main Campus

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)

A3 Wed, Thu | March 9 & 10 | 9 a.m. – 12:15 p.m.
2 sessions | Online
Instructor: John Egan

REAL ESTATE

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 | \$1,068 (includes fees: \$135)

A3 Jan. 22 – April 9* | 11 sessions
Sat | Jan. 22 – April 2 | 8 a.m. – 4:30 p.m.
Main Campus
Sat | April 9 | 8 a.m. – 3 p.m.
Main Campus
*No class 3/26
Instructor: James Brown

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 | \$839 (includes fees: \$145)

A3M Tue, Thu | March 1 – May 12* | 6 – 9:15 p.m.
20 sessions | Main Campus
Instructors: Stanley Dill and Joe Stephens
*No class 3/22, 03/24

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Introduction to Computers

What are computers all about? Explore the basics of operating a personal computer. Learn to navigate within Microsoft Windows, work with documents and files, do basic word processing and explore the Internet. This practical and simple course gives students (no matter how old or young) the information needed to get started in the world of computing - and now includes topics previously covered in Introduction to Windows - all in one course! No prior computer experience needed. This course utilizes Microsoft Windows 10.

XXZ-577 | \$149 (includes fees: \$130) plus text

A3B Mon – Thu | Jan. 24 – 27 | 9:15 a.m. – 12:30 p.m.
4 sessions | Main Campus
Instructor: Jay Zeminski

A4B Mon – Thu | April 11 – 14 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Julia Reier

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 in-depth 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)

A3 Mon – Thu | Feb. 14 – 17 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: Jay Zeminski

A4 Mon – Thu | April 25 – 28 | 6 – 8:30 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 | \$139 (includes fees: \$60) plus text

A3B Tue, Thu | Feb. 1 – 8 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

Word Level 2

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

DAP-015 | \$139 (includes fees: \$60) plus text

A3BP Tue, Thu | March 29 – April 5 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

Word Level 3

This course teaches students advanced level concepts and features of the Microsoft Word application. Students will learn how to work with fields, macros, large documents and forms and how to merge form letters, emails, envelopes and labels using a data source.

CMP-044 | \$139 (includes fees: \$60) plus text

A4BP Tue, Thu | April 19 – 26 | 6:30 – 8:50 p.m.
3 sessions | Online

Microsoft Word MOS Exam Prep

Validate your proficiency with Microsoft Word and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective by objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as document management, formatting text, paragraphs and objects. Prerequisite: Word Level 2. Test voucher included in course cost.

CMP-065 | \$280 (includes fees: \$195)

A4 Mon, Wed | May 9 – 16 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Galanda Brooker

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 | \$139 (includes fees: \$60) plus text

A3B Tue, Thu | Jan. 18 – 25 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

Excel Level 2

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

DAP-018 | \$139 (includes fees: \$60) plus text

A3BP Tue, Thu | March 1 – 8 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

Excel Level 3

Bring your spreadsheets to life! In this hands-on course, you will use powerful lookup functions, auditing tools, macros, advanced formatting and analysis tools, and PivotTables. Additional topics include importing data, integrating Excel with other programs and merging workbooks. Prerequisites: Excel Level 2 or equivalent experience. Text required.

DAP-019 | \$139 (includes fees: \$60) plus text

A4BP Tue, Thu | April 5 – 12 | 6:30 – 8:50 p.m.
3 sessions | Online

Microsoft Excel MOS Exam Prep

Validate your proficiency with Microsoft Excel and stand apart from the crowd with an industry recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective-by-objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as creating workbooks, managing worksheets, cells and tables. Prerequisite: Excel Level 2. Test voucher included in course cost.

CMP-019 | \$280 (includes fees: \$195)

A4 Mon, Wed | April 18 – 25 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Galanda Brooker



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

A4B Tue, Thu | April 19 – 26 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

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 | \$139 (includes fees: \$60) plus text

A3B Tue, Thu | Feb. 15 – 22 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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

001-03-22

FINANCIAL

QuickBooks Pro Level 1

★ Part of a Workforce Training Certificate; see page 3

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

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

A3B Mon, Wed | Jan. 24 – Feb. 2 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Darlene Ely

QuickBooks Pro Level 2

★ Part of a Workforce Training Certificate; see page 3

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

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

A3BP Mon, Wed | Feb. 14 – 23 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Darlene Ely

QuickBooks Pro Certified User Exam Prep

★ Part of a Workforce Training Certificate; see page 3

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

A3BP Mon, Wed | March 14 & 16 | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Darlene Ely

CYBERSECURITY

Introduction to PC Security

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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20



Advanced PC Security

When is hacking legal? When you use it to secure your own network. This course will teach you readily available hacking tools and techniques to audit your network so you can locate and close security holes. You will discover how to better protect your system against those who wish to gain unauthorized access. In this course, you will discover the complex method of electronic breaking and entering. You'll learn the terms and programming behind the interaction between hardware and software when communicating through a network. Following packets of data from one point to another through an entire network, you will discover where the flaws exist for data loss and security breaches. You'll learn about the seven layers of the OSI model, and the dependencies of hardware and software interaction through packet transmission.

DAP-049 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Introduction to PC Troubleshooting

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

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

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

CompTIA Network+ Certification Prep

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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

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

A3B Mon, Wed | Feb. 7 – 14 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

PhotoShop Level 2

 Part of a Workforce Training Certificate; see page 3

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

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

A4BP Mon, Wed | April 11 – 18 | 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

A4BP Mon, Wed | April 25 – May 2 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein



InDesign Level 1

★ Part of a Workforce Training Certificate; see page 3

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

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

A3B Mon, Wed | March 28 – April 4 | 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

A3B Tue, Thu | Jan. 11 – 20 | 6:30 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

Premiere Level 2: Advanced Digital Video Editing

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

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

A3BP Tue, Thu | Feb. 1 – 10 | 6:30 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

CODING & PROGRAMMING

Basic CompTIA A+ Certification Prep



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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Introduction to Python 3 Programming



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

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

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Introduction to Java Programming



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

DAP-768 | \$129 (includes fees: \$105)

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

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or contact Beth Lee at 410-386-8096.

001-03-22

CIW JavaScript Specialist 

The CIW JavaScript Specialist course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students will also understand and use the most popular applications of JavaScript. These specialized Web language skills can help you begin or grow a career in advanced Web development and technologies.

XXP-069 | \$409 (includes fees: \$399)

Online Start Anytime 12 months to complete

DRONES (UAS)

Introduction to UAS (Drone) Technology 

★ Part of a Workforce Training Certificate; see page 3

Unmanned Aircraft Systems (UAS), or drones, are a technology that is changing the world and has the potential to be a \$100 billion industry and create thousands of new jobs, according to Goldman Sachs. Learn what a drone is and how it can be used. This introduction to the world of drones provides a complete overview of different types of drones, how they work, and how they are used and regulated. See how industry and businesses are using drones to redefine the way we look at images and collect data. Gain an overview of the content covered in the Commercial UAS (Drone) Pilot Certificate. Explore entrepreneurship ideas and concepts.

DRN-001 | \$149 (includes fees: \$80)

A3 Tue, Thu | Feb. 1 – 8 | 6 – 8 p.m.
3 sessions | Online
Instructor: Geoffrey Voigt

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

UAS (Drone) Ground School

★ Part of a Workforce Training Certificate; see page 3

Whether you are interested in flying a drone for recreation or interested in starting a drone-based business, this class will give you the need-to-know regulations. This course will address issues related to drone flight and how it affects privacy and other legal issues as well as governing bodies and current regulations. Review the guidelines and regulations of the Remote Pilot-Small Un-manned Aircraft Systems to become familiar with the Airman Certification Standards. Prerequisite: DRN-001, Introduction to UAS (Drone) Technology.

DRN-005 | \$417 (includes fees: \$331)

A3P Thu, Tue | Feb. 10 – March 1 | 6 – 8 p.m.
6 sessions | Main Campus
Instructor: Jon Ardissonne

UAS (Drone) Flight School

★ Part of a Workforce Training Certificate; see page 3

Get hands-on flight instruction and practice. Practice flying various drones in different conditions using a drone simulator. Learn best practices and basic controls for flying your drone in different environments. Once you master the basic controls, put them into action with real-time flying using DJI drones. Prerequisite: DAP-848, DAP-158, DRN-005 or comparable ground school. Course cost includes controller and 1-year access to the simulator.

DRN-006 | \$439 (includes fees: \$280)

A3P March 3 – 12 | 4 sessions
Thu, Tue | March 3 & 8 | 6 – 8 p.m.
Online
Sat | March 5 & 12 | 9 a.m. – 2 p.m.
Main Campus
Instructor: Geoffrey Voigt



Commercial UAS Drone Pilot INFORMATION SESSION

Tuesday, Jan. 11

In person: 9 – 10 a.m. or Online: 7 – 8 p.m.

Learn about:

- Classes and pathways for existing/aspiring drone pilots, including a Workforce Training Certificate and the new AAS Degree program.
- Tuition assistance and payment plan options.
- FAA Certification and USI Safety Certification.™

See the Commercial UAS (Drone) Pilot Workforce Training Certificate for complete details.

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

Online login information will be sent by email.

Course #: **XXB-176-A3 (9 – 10 a.m.)**
Course #: **XXB-176-B3 (7 – 8 p.m.)**

Register online at carrollcc.edu/CETRegistration or call Continuing Education and Training at **410-386-8100**.

072-06-22-1021 CAR



UAS (Drone) FAA Remote Pilot Certification Prep

★ Part of a Workforce Training Certificate; see page 3

If you hold a current Remote Pilot Certification and are looking to brush up on your knowledge for recertification or are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, this course will review the application process and prepare you for the exam. Focus on the objectives that relate to the Aero-nautical 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. Prerequisite: DAP-849, DAP-159, DRN-006, comparable ground school or previous Remote Pilot Certificate holder (for recertification).

DRN-007 | \$218 (includes fees: \$192)

A3P Thu, Tue | March 10 – 17 | 6 – 8 p.m.
3 sessions | Online
Instructor: Jon Ardissonne

UAS (Drone) Advanced Flight School

★ Part of a Workforce Training Certificate; see page 3

Build on the flight basics covered in Flight School (DRN-006) and become a competent UAS operator with the necessary skills to complete complex assignments. This hands-on course focuses on four core modules utilizing a fleet of professional-level drones. This training prepares you for commercial drone assignments and covers pre-flight preparation, advanced drone maneuvering, camera and equipment set-up and calibrations, and image and data collection. College drones are provided for use during the class. Prerequisite: DAP-850, DRN-007, FAA Part 107 Remote Pilot Certification and a minimum of 10 hours of recorded drone flight time.

DRN-002 | \$555 (includes fees: \$110)

A3P March 31 – April 16 | 6 sessions
Thu, Tue | March 31 – April 7 | 6 – 8:30 p.m.
Online
Sat | April 2 – 16 | 9 a.m. – 3:30 p.m.
Main Campus
Instructor: Geoffrey Voigt

Foundations of Aerial Photo & Video Editing

★ Part of a Workforce Training Certificate; see page 3

Capturing amazing drone photos and video is only the beginning. Learn how to use software to edit and enhance your photos and videos before posting to social media, sharing with clients or using in publication. Discuss the advantages and unique perspective of aerial photos and videos and how to enhance them. Learn the basics of photo editing including cropping, re-touching and adjusting brightness and contrast. You will also learn basic video timeline editing to create complete videos, as well as how to import files, create transitions, manage workflow, splitting clips and adding and controlling audio. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-003 | \$205 (includes fees: \$80)

A4P Tue, Thu | April 12 – 21 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

Foundations of Aerial Data

★ Part of a Workforce Training Certificate; see page 3

Amazing photos and videos are not the only thing a drone can capture. Drones have the ability to gather large quantities of data that can be applied to a variety of industry sectors including agriculture, conservation, construction and surveying. In this hands-on class, students will use drones and software applications, such as Pix4D, to create maps and 3D models. Work with drones to capture images and data related to agriculture and plant health. Then, learn how to analyze the data and how to take accurate measurements such as area, volume and distance. You will also learn how to format the data for integration into platforms such as Google maps and ArcGIS as well as file creation for 3D printed models. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-004 | \$525 (includes fees: \$80)

A4P April 26 – May 12 | 7 sessions
Tue, Thu | April 26 – May 12 | 6 – 8:30 p.m.
Online
Sat | May 7 | 9 a.m. – 3 p.m.
Online
Instructor: Luisa Winters

UAS (Drone) Pilot Capstone

★ Part of a Workforce Training Certificate; see page 3

This capstone course provides an in-depth review of the certificate program content. Students will present a variety of examples of work and tasks completed as a part of the program to faculty and peers. Discuss skills learned throughout the program and how they can be applied to a variety of drone missions for future clients. Last course in the Commercial UAS (Drone) Pilot Certification. Prerequisites: DRN-001, DRN-005, DRN-006, DRN-007, DRN-002, DRN-003 and DRN-004. 30 hours of recorded drone flight time needed to receive Commercial Drone (UAS) Pilot Certificate and Digital Badge.

DRN-008 | \$124 (includes fees: \$80)

A4P Tue, Thu | May 17 & 19 | 6 – 8:30 p.m.
2 sessions | Online
Instructor: Geoffrey Voigt

CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

★ Part of a Workforce Training Certificate; see page 3

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

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

A3M Mon, Tue | March 7 – 15 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Steve Klitsch

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

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

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

A4P April 20 – May 7* | 8 sessions

Wed | April 20 & May 4 | 6 – 9:45 p.m.
Main Campus

Thu | April 21 & May 5 | 8:30 a.m. – 4:30 p.m.
Main Campus

Fri | April 22 & May 6 | 8:30 a.m. – 4:30 p.m.
Main Campus

Sat | April 23 & May 7 | 8 a.m. – 12 p.m.
Main Campus

*No class 4/27, 4/28, 4/29, 4/30

Instructor: James Slater

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001-03-22

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

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

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

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

SCW-011 | \$76 (includes fees: \$30)

A3 Tue | Feb. 22 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Elizabeth Guroff

Earn WHILE YOU Learn!

4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

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

HVACR

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

072-13-22-1021



Pathways to Resilience

Resilience is not simply an inherent trait; one can learn to be resilient. Gain the foundation and skills needed to support the development of resilience, a trait that is needed during these uncertain times. Receive an overview of the ACE Study conducted by Kaiser Permanente and the Centers for Disease Control and Prevention. Explore the biologic underpinnings of toxic stress on the body and methods to aid the return to homeostasis. 3 clock hours.

SCW-009 | \$76 (includes fees: \$30)

A4 Mon | April 4 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Susan McFadden

The Neurobiology of Trauma and Trauma Specific Interventions - Essentials for Clinicians

It has been well documented that trauma experienced early in life significantly shapes an individual's physical, emotional and intellectual development. This introductory course will focus on current research and knowledge about the neurobiological impact of trauma on development across the individual's lifespan. Implications for trauma-specific treatment interventions will be highlighted. 6 clock hours.

SCW-006 | \$112 (includes fees: \$30)

A3 Mon | March 7 & 14 | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Anne Arena

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

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

C2 Thu, Fri | Dec. 16 & 17 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

A3 Mon, Tue | Jan. 10 & 11 | 12 – 4:30 p.m.
2 sessions | Main Campus

B3 Thu, Fri | March 3 & 4 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

A4 Fri | April 15 | 8:30 a.m. – 5 p.m.
1 session | Main Campus

B4 Wed, Thu | May 4 & 5 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

Youth Mental Health First Aid NO COST!

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

AHE-292 | No Cost

A3 Tue, Wed | Feb. 8 & 9 | 5 – 9:30 p.m.
2 sessions | Main Campus

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician Training I

★ Part of a Workforce Training Certificate; see page 3

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

AHE-368 | \$283 (includes fees: \$45)

A3 Feb. 21 – March 14 | 7 sessions
Mon, Wed | Feb. 21 – March 9 | 6 – 9:15 p.m.
Online
Mon | March 14 | 6 – 8 p.m.
Online
Instructor: Holly Bennett

Registered Behavior Technician Training II

★ Part of a Workforce Training Certificate; see page 3

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

AHE-369 | \$283 (includes fees: \$45)

A3P March 16 – April 13* | 7 sessions
Wed, Mon | March 16 – April 11 | 6 – 9:15 p.m.
Online
Wed | April 13 | 6 – 8 p.m.
Online
*No class 3/21, 3/23
Instructor: Holly Bennett

Spanish for Social Services

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

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

Online Start Anytime 6 months to complete

CPR FOR HEALTHCARE

American Heart Association

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

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

Heartsaver First Aid


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

AHE-277 | \$77 (includes fees: \$42)

A4 Mon | April 4 | 6 – 9:15 p.m.
1 session | Main Campus

“

I really enjoyed the live online classes, which allowed for real-time communication between the professor and other students. The professor Holly helped guide me through the credentialing process and helped me problem solve when hiccups did occur. When seeking employment, I reached out to her for help navigating my options, and I took a job offer with her agency as I had confidence in her as a leader. She even helped me further my education, as her agency partners with York College where I am now earning my M.Ed. in Applied Behavior Analysis.



Matt Williams
Registered Behavior Technician Completer

”

Heartsaver CPR AED

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

AHE-379 | \$87 (includes fees: \$48)

A4 Thu | April 28 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver First Aid CPR AED

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

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

A3 Mon | Feb. 21 | 4 – 9:15 p.m.
1 session | Main Campus

BLS Provider

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

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

A3 Sat | Jan. 8 | 9 a.m. – 4 p.m.
1 session | Main Campus

B3 Fri | Jan. 14 | 9 a.m. – 4 p.m.
1 session | Main Campus

C3 Sat | Jan. 22 | 9 a.m. – 4 p.m.
1 session | Main Campus

D3 Sat | Feb. 12 | 9 a.m. – 4 p.m.
1 session | Main Campus

E3 Fri | Feb. 18 | 9 a.m. – 4 p.m.
1 session | Main Campus

F3 Sat | Feb. 26 | 9 a.m. – 4 p.m.
1 session | Main Campus

G3 Fri | March 4 | 9 a.m. – 4 p.m.
1 session | Main Campus

H3 Sat | March 12 | 9 a.m. – 4 p.m.
1 session | Main Campus

A4 Sat | April 9 | 9 a.m. – 4 p.m.
1 session | Main Campus

B4 Fri | April 15 | 9 a.m. – 4 p.m.
1 session | Main Campus

C4 Sat | April 23 | 9 a.m. – 4 p.m.
1 session | Main Campus



BLS Provider Renewal

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

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

A3P Mon | Jan. 10 | 5 – 9:15 p.m.
1 session | Main Campus

B3P Mon | Feb. 7 | 5 – 9:15 p.m.
1 session | Main Campus

C3P Mon | March 14 | 5 – 9:15 p.m.
1 session | Main Campus

A4P Mon | April 18 | 5 – 9:15 p.m.
1 session | Main Campus



I would highly recommend the dental assisting program at Carroll Community College to anyone who is interested in pursuing a career in the dental field. Getting a hands-on learning experience definitely helped me a lot and I couldn't have made it through without my amazing instructor, Sam Bair! She is a great teacher and an incredible mentor. Thanks to the training and guidance I received in the program, I'm now a licensed dental assistant and radiation technologist at an awesome general dentistry office and I couldn't be happier!



Katie Zahn
Dental Assistant Completer

DENTAL

Introduction to Dental Assisting

★ Part of a Workforce Training Certificate; see page 3

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

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

A3BP Jan. 11 – Feb. 17 | 12 sessions
Tue, Thu | Jan. 11 – Feb. 17 | 5:30 – 9:45 p.m.
Main Campus
Instructor: Carol Bair

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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

001-03-22

Oral Radiography

★ Part of a Workforce Training Certificate; see page 3

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

AHE-298 | \$910 (includes fees: \$270) plus text

Register for this section if you **will be completing your clinical requirements at the Maryland State Dental Association**. Clinical session scheduled individually at a date/time convenient to student and instructor.

A3BPC Feb. 22 – April 12* | 13 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Feb. 22 – April 12 | 6:30 – 9:45 p.m.
Main Campus
Thu | Feb. 24 – April 7 | 6:30 – 9:45 p.m.
Online
*No class 3/22, 3/24
Instructor: Carol Bair

AHE-298 | \$737 (includes fees: \$142) plus text
Register for this section if you **are currently employed as a dental assistant** and will be completing your clinical requirements at your place of employment. Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment.

A3BP Feb. 22 – April 12* | 13 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Feb. 22 – April 12 | 6:30 – 9:45 p.m.
Main Campus
Thu | Feb. 24 – April 7 | 6:30 – 9:45 p.m.
Online
*No class 3/22, 3/24
Instructor: Carol Bair

Expanded Functions: General Chairside

Round out your dental assistant training with this Maryland State Board of Dental Examiners-approved course. Learn advanced tasks that require increased skill and responsibility. Prepare for the Maryland General Dental Assisting Expanded Functions Exam (MDG). Prerequisites: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. A working knowledge of oral anatomy, dental terminology and infection control is required. Oral Radiography certification is preferred, but not mandatory.

AHE-099 | \$695 (includes fees: \$140) plus text

A4BMP April 14 – May 24 | 12 sessions

Thu, Tue | April 14 – May 19 | 6 – 9:15 p.m.
Main Campus
Tue | May 24 | 6 – 8:15 p.m.
Main Campus
Instructor: Carol Bair

Radiation Safety Update

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

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

A3 Feb. 22 – March 1 | 3 sessions

Hybrid (online with one or more sessions held on campus)
Tue | Feb. 22 & March 1 | 6:30 – 9:45 p.m.
Main Campus
Thu | Feb. 24 | 6:30 – 9:45 p.m.
Online
Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists

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

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

Online Start Anytime 6 months to complete

GENERAL HEALTH CARE EDUCATION

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

Anatomy and Physiology for Health Careers

★ Part of a Workforce Training Certificate; see page 3

In the healthcare field, a working knowledge of the anatomy and physiology of the human body is essential. Learn the fundamental structure and physiology of the body, and the diseases and disorders that may result in impairment, deterioration or malfunction. This course is part of the Medical Assistant program.

AHE-282 | \$445 (includes fees: \$30) plus text

A3B Thu | Jan. 13 – April 7* | 6 – 9:15 p.m.
12 sessions | Online
Instructor: Cynthia Lazzari
*No class 3/24

Human Anatomy and Physiology

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

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

D2 Online Dec. 15 – Jan. 21
A3 Online Jan. 12 – Feb. 18
B3 Online Feb. 9 – March 18
C3 Online March 16 – April 22
A4 Online April 13 – May 20

Medical Terminology: A Word Association Approach

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

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

D2 Online Dec. 15 – Jan. 21
A3 Online Jan. 12 – Feb. 18
B3 Online Feb. 9 – March 18
C3 Online March 16 – April 22
A4 Online April 13 – May 20



FREE!

Health Care Training Information Session

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

Thursday, Jan. 6 | 6 – 7:30 p.m.

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

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

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

Find out about:

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

Course #: *XXB-140-A3*

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

Register online at carrollcc.edu/CETRegistration or call Continuing Education and Training at 410-386-8100.

072-04-22 1018 CAR

Medical Terminology for Health Careers

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

An understanding of medical terminology is fundamental for anyone working in the health care field, whether direct patient care or medical office. This course provides an in-depth study of medical terms. Emphasis is placed on learning the language of medicine in relation to the body systems rather than on rote memorization of terms. This course is part of the Medical Assistant program.

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

A3B Tue | March 8 – May 17* | 6 – 9:15 p.m.
10 sessions | Online
Instructor: Cynthia Lazzari
*No class 3/22

Professional Preparation in Healthcare

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

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

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

B3 Mon, Wed | Jan. 24 – 31 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Denise Reeser

A3 Tue, Wed, Thu | Jan. 4 – 6 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Beth Lee

Spanish for Healthcare

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

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

Online Start Anytime 6 months to complete

HEALTHCARE OCCUPATIONS

ALTERNATIVE HEALTH EDUCATION

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

XXQ-241 | \$129 (includes fees: \$119)

D2 Online Dec. 15 – Jan. 21

Certificate in Spirituality, Health, and Healing

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

AHE-334 | \$220 (includes fees: \$190)

D2 Online Dec. 15 – Jan. 21

ASSISTED LIVING

Assisted Living Manager

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

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

AHE-113 | \$972 (includes fees: \$350)

A3 Thu | March 10 – May 19* | 8:30 a.m. – 5 p.m.
10 sessions | Main Campus
Instructor: James Rowe
*No class 3/24



Clinical Patient Management in Assisted Living

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

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

A4 April 7 & 14 | 2 sessions
 Thu | April 7 | 8:30 a.m. – 5 p.m.
 Main Campus
 Thu | April 14 | 8:30 – 10:30 a.m.
 Main Campus
 Instructor: James Rowe

Operational Management in Assisted Living

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

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

A4 May 12 & 19 | 2 sessions
 Thu | May 12 | 8:30 a.m. – 5 p.m.
 Main Campus
 Thu | May 19 | 8:30 – 10:30 a.m.
 Main Campus
 Instructor: James Rowe

Alzheimer's and Related Dementia Training

The more you know, the better you can care for someone with Alzheimer's and related dementia. Learn how the condition affects the brain and behaviors, how to assist the patient with communication and activities of daily living, and how to recognize and respond effectively to problem behaviors. Satisfies the new employee training needs required by Maryland Department of Health and Mental Hygiene.

AHE-045 | \$92 (includes fees: \$82)

A3 Thu | Feb. 17 | 9 a.m. – 3 p.m.
 1 session | Main Campus
 Instructor: James Rowe

Aging and Health Bundle

Gain the knowledge and skills from the latest research and emerging trends in healthy aging, brain health, and gerontology to help you effectively care for and work with aging population.

AHE-331 | \$259 (includes fees: \$195)

D2 Online Dec. 15 – Jan. 21

Certificate in Brain Health

This continuing education course is for healthcare providers and provides instruction on supporting overall health and happiness through lifestyle choices that impact brain health. Topics include brain structure and function; neuroplasticity, neurogenesis and epigenetics; impact of activities and life experiences on brain health and overall well being.

AHE-017 | \$76 (includes fees: \$61)

D2 Online Dec. 15 – Jan. 21

Certificate in Gerontology

The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature.

AHE-333 | \$215 (includes fees: \$150)

D2 Online Dec. 15 – Jan. 21

Certificate in End of Life Care

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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

EMT

The next EMT session starts August 2022. Call Diana Dannettel at 410-386-8122 for more information.

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

Emergency Medical Technician 2

★ Part of a Workforce Training Certificate; see page 3

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

AHE-320



HEALTH INFORMATION TECHNOLOGY

Medical Billing for the Physician's Office

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

Learn the lifecycle of a billing claim and how medical insurances work with the billing process in a physician's office. Work with electronic medical records and bill claims using medical billing software. This course prepares you for the Certified Professional Biller (CPB) national certification exam offered by the American Academy of Professional Coders (AAPC).

AHE-199 | \$525 (includes fees: \$60) plus text

A3B March 14 – May 4* | 14 sessions

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

Mon, Wed | March 14 – April 18 | 6 – 9:15 p.m.
Online

Wed | April 20 | 6 – 9:15 p.m.
Main Campus

Mon, Wed | April 25 & 27 | 6 – 9:15 p.m.
Online

Mon, Wed | May 2 & 4 | 6 – 8 p.m.
Online

*No class 3/21, 3/23

Instructor: Mary Alexander

NEW! Medical Coding and Billing for Outpatient Services

Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. Learn to use CPT, HCPCS, ICD-10 and PCS codes. Developed by professionals in the field and packed with relevant, interactive content, this program will teach you the must-have skills employers expect from medical coding and billing experts. Training is self-paced and prepares you to sit for the CBCS, CPC, COC and CCS-P certification exams. You will have 12 months to complete 577 hours of online curriculum. Cost includes a free voucher for one certification exam.

XHT-006 | \$3,509 (includes fees: \$3,499)

Online Start Monthly 12 months to complete

Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

Online Start Anytime 6 months to complete

OPTICAL ASSISTANT

Become an Optical Assistant

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

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

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

PHARMACY TECHNICIAN

Pharmacy Technician Training I

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

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

AHE-356 | \$702 (includes fees: \$103) plus text

A3B March 7 – April 18* | 16 sessions

Mon, Wed, Thu | March 7 – April 18
6 – 9:15 p.m.

Main Campus

*No class 3/21, 3/23, 3/24

Pharmacy Technician Training II

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

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

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

A4P April 20 – June 2* | 19 sessions

Wed, Thu, Mon | April 20 – June 2 | 6 – 9:15 p.m.
Main Campus

*No class 5/30

REGISTER NOW



Build Your Medical Office Career

Receive up to *four* national certifications by learning buildable skills!

Certified Electronic Health Records Specialist (CEHRS)
National Healthcare Association (NHA)

Certified Professional Biller (CPB)
American Academy of Professional Coders (AAPC)

Certified Medical Administrative Assistant (CMAA)
National Healthcare Association (NHA)

Certified Clinical Medical Assistant (CCMA)
National Healthcare Association (NHA)

Introduction to Electronic Health Records

Introduction to Electronic Health Records

Introduction to Electronic Health Records

Introduction to Electronic Health Records

HIPAA Training

HIPAA Training

HIPAA Training

HIPAA Training

Medical Terminology for Health Careers

Medical Terminology for Health Careers

Medical Terminology for Health Careers

Medical Terminology for Health Careers

Medical Billing for the Physician's Office

Medical Billing for the Physician's Office

Medical Billing for the Physician's Office

Medical Administrative Assistant

Medical Administrative Assistant

Professional Preparation for Medical Assistants

Professional Preparation for Medical Assistants

Introduction to Health

Introduction to Healthcare Systems

Basic Math for Healthcare Workers

BLS Provider

Pharmacology

Medical Assistant Mod 2 Courses

Medical Assistant Mod 3 Courses



118-03-18-0118 CAR

For more information about these in-demand career tracks, contact Diana Dannettel at 410-386-8122.



PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you'll learn about anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: At time of registration, student must have a current American Heart Association BLS Provider CPR card. Student must also have successfully completed Professional Preparation in Healthcare (AHE-196). This course includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required. Students must register for Phlebotomy I, II and III together, and all three courses must be taken consecutively. Veterans: Phlebotomy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

AHE-200 | \$940 (includes fees: \$145) plus text

A3BP Feb. 7 – April 6* | 16 sessions

Mon, Wed | Feb. 7 – March 30 | 5:30 – 8:45 p.m.
Main Campus

Mon | April 4 | 3 – 6:15 p.m.
Carroll Hospital Center

Wed | April 6 | 5:30 – 8:45 p.m.
Main Campus

*No class 3/21, 3/23

Instructors: Brian Rutledge, Emma Eyler

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P April 11 – 20 | 8 sessions

Mon – Fri | April 11 – 19 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

Wed | April 20 | 8 a.m. – 12 p.m.
Lifebridge Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P April 20 – 29 | 8 sessions

Wed | April 20 | 1 – 5 p.m.
Lifebridge Health Labs

Mon – Fri | April 21 – 29 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

Instructor: Emma Eyler

PHYSICAL THERAPY AIDE

Become a Physical Therapy Aide

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

AHE-123 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

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

A3BP Mon, Wed | Jan. 31 – Feb. 28 | 5:30 – 9:30 p.m.
9 sessions | Online

Sterile Processing Technician Training Fundamentals

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

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

AHE-299 | \$861 (includes fees: \$801)

A3P Wed, Mon | March 2 – May 18* | 6 – 9 p.m.
21 sessions | Frederick Community College
*No class 3/28, 3/30

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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

001-03-22

MEDICAL ASSISTANT

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

Medical Assistant Training is approved by the U.S. Department of Education for Pell Grant funding. Eligibility is determined through completion of the FAFSA. For information, contact the Financial Aid office at 410-386-8437.

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

- **Anatomy and Physiology for Health Careers**
- **Medical Terminology for Health Careers**

See *General Health Care Education* section for course listings.

- **Medical Billing for the Physician's Office**

See *Health Care Occupations/Health Information Technology* section for course listing.

Professional Preparation for Medical Assistants

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

Learn the essentials of a successful student and employee in the field of medical assisting. Cultivate your professional image starting in the classroom as a professional student. Set yourself apart for your job search through professionalism. Prepare to become the type of medical assistant that employers seek. Topics include communication, working well on teams, respecting and valuing differences, availability of healthcare careers in the local region, marketing your skills to potential employers, resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot

guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

AHE-312 | \$529 (includes fees: \$40) plus text

A3BM Thu | March 17 – June 9* | 6 – 9:45 p.m.
12 sessions | Online
Instructor: Pamela Haines
*No class 3/24

Medical Administrative Assistant

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

Taken in conjunction with the Medical Assistant classes, this course provides front office training for individuals pursuing a career in a doctor's office or clinic. Topics include appointment scheduling, coding, billing and records management. Textbook required. Prerequisite: Completion of Module 1 of the Medical Assistant Training.

AHE-243 | \$432 (includes fees: \$112) plus text

A4BMP Tue | April 5 – May 31 | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Bridgette Newsome

Medical Assistant Clinical I

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

Clinical externship combining front and back medical office skills. Medical Assistant students who have successfully completed Modules 1 and 2 of their training will have an opportunity to practice administrative and clinical skills in a clinical setting working with the staff, patients and families visiting the physician's office for well and sick visits. Prerequisites: Completion of Modules 1 and 2 of the Medical Assistant Training. Students must register for Medical Assistant Clinical I and Medical Assistant Clinical II at the same time.

AHE-240 | \$779 (includes fees: \$80)

A3P Mon – Fri | Feb. 14 – 25 | 9 a.m. – 4 p.m.
10 sessions | Clinical Site
Instructor: Bridgette Newsome



From Dream to Reality



“All through high school I never quite knew what I wanted to do ‘when I grew up.’ School was never something I enjoyed very much. I hated taking tests as much as the next person. But the teachers in **Carroll’s CMA program** made testing easier by preparing you. They were always there to help. Not too long after completing the course, I passed my certification test and accepted my first job. After gaining some experience, I applied to my dream job and got it! I now work for Johns Hopkins Oncology and love what I do.”

Bridgette Brown
Medical Assistant completer

001-14-22-0521 CAR

Medical Assistant Clinical II

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

Medical Assistant students will continue and complete their clinical externship combining front and back medical office skills. Prerequisite: AHE-240 Medical Assistant Clinical I. Students must register for Medical Assistant Clinical I and Medical Assistant Clinical II at the same time.

AHE-241 | \$759 (includes fees: \$60)

A3P Mon – Fri | Feb. 28 – March 11 | 9 a.m. – 4 p.m.
10 sessions | Clinical Site
Instructor: Bridgette Newsome

Basic EKG Training

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

Learn the basics of EKGs, stress tests, Holter monitors, cardiac anatomy and physiology, patient preparation and patient confidentiality. Prerequisites: Medical Terminology for Health Careers (AHE-149) and must be a Medical Assistant student.

AHE-288 | \$465 (includes fees: \$39) plus text

A3BP Mon, Wed | Jan. 24 – March 2 | 6 – 9:15 p.m.
12 sessions | Main Campus
Instructor: Kimberly Eckard

Basic Math For Health Care Workers

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

You need math to work in health care! Learn the math required for allied health courses and in the health care field. Basic math functions will be reviewed and used to solve health care problems involving fractions, decimals, measurements and setting up basic algebraic equations.

AHE-146 | \$165 (includes fees: \$40)

A3 Jan. 4 – 18 | 5 sessions
Tue, Thu | Jan. 4 – 11 | 6 – 8:15 p.m.
Main Campus
Wed | Jan. 12 | 6 – 8:15 p.m.
Main Campus
Tue | Jan. 18 | 6 – 8:15 p.m.
Main Campus, N105
Instructor: Pamela Haines

A4 Tue, Thu | June 14 – 28 | 6 – 8:15 p.m.
5 sessions | Main Campus
Instructor: Pamela Haines

Basic Patient Intake

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

Gain the knowledge and skills to perform patient intake and education in a clinical setting. Clinical skills include vital signs, patient histories, height, weight and universal precautions. Other skills include customer service, communication, patient interview, documentation and principles of adult learning. Textbook required. Prerequisite: must be accepted into a health care program requiring this course. Completion of Module 1 of the Medical Assistant Training and Phlebotomy for Health Careers.

AHE-160 | \$685 (includes fees: \$100) plus text

A4BP June 7 – July 12* | 12 sessions
Tue, Thu | June 7 – July 5 | 6 – 9:45 p.m.
Main Campus
Sat | June 25 & July 9 | 8 a.m. – 4:30 p.m.
Main Campus
Tue | July 12 | 6 – 8:30 p.m.
Main Campus
*No class 7/2
Instructor: Bridgette Newsome

HIPAA Training

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

You think you know about HIPAA, but with this course you really will! Get an overview of the Health Insurance Portability and Accountability Act of 1996, Title II Administrative Simplification (HIPAA-AS). Topics include background of HIPAA, overview of HIPAA-AS rules, privacy, transaction standards, code sets, and current and proposed privacy and security regulations and implementation solutions.

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

A4M Sat | April 9 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: Cynthia Lazzari

Tuition **\$200**
or more?
Pay in installments!

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

001-14-22-0521

Introduction to Health

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

What is health? Review the basic concepts of health, wellness and disease. Learn about stress and its effects; drug use, misuse and addiction; and nutrition and fitness. Students will also learn about the leading causes of death in the U.S. and dealing with death, loss and grief. Prerequisite: submit an application for Medical Assistant Training.

AHE-144 | \$460 (includes fees: \$40) plus text

A3BMP Mon, Wed | March 14 – April 27*
6 – 9:15 p.m.
12 sessions | Online
Instructor: Cynthia Lazzari
*No class 3/21, 3/23

Introduction to Health Care Systems

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

Learn about the current health care system from the perspective of the health care provider and the patient. Topics include managed care versus quality of care, types of health insurance available in the U.S., types of health care providers and their roles, regulations that influence health care delivery and ethical standards established by health care associations. Prerequisite: AHE-144 Introduction to Health

AHE-145 | \$221 (includes fees: \$40) plus text

A4BMP Mon, Wed | May 2 – 16 | 6 – 9:15 p.m.
5 sessions | Online
Instructor: Cynthia Lazzari

Introduction to Electronic Health Records

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

Learn the fundamental principles of Electronic Health Records (EHR). Topics include the integration of technology into healthcare, clinical standard compliance, health data management concepts and EHR challenges. Prerequisite: Medical Terminology for Health Careers (AHE149).

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

A3BMP Tue | Jan. 25 – March 29* | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Denise Reeser
*No class 3/22

Introduction to Lab Techniques For Medical Assistants

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

Get the entry-level job training you need to pursue a career as a medical assistant. Topics include medical ethics, communication skills, phlebotomy, pharmacology and a variety of medical office clinical skills. Prerequisites: Must be accepted into a Health Care Program requiring this course and have completed AHE-160 Basic Patient Intake.

AHE-211 | \$864 (includes fees: \$95) plus text

A3BP Jan. 5 – Feb. 10* | 14 sessions
Wed, Mon | Jan. 5 – Feb. 9 | 5:30 – 9:45 p.m.
Main Campus
Sat | Jan. 8 – Feb. 5 | 8 a.m. – 4:30 p.m.
Main Campus
Thu | Feb. 10 | 5:30 – 7:30 p.m.
Main Campus
*No class 1/15, 1/17, 1/22
Instructor: Bridgette Newsome

Pharmacology

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

This course introduces the more commonly prescribed medications, their classifications, uses, and schedules, preparation, dispensation and common adverse reactions. Legal and ethical boundaries involving drugs will be addressed as well as how and why medications work, and proper drug handling and storage procedures. Pre-requisites: acceptance into a Medical Assistant Program, Introduction to Health (AHE-144) and Introduction to Healthcare Systems (AHE-145).

AHE-275 | \$359 (includes fees: \$40) plus text

A4BMP Wed, Mon | May 18 – June 20* | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Cynthia Lazzari
*No class 5/30

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in
scholarship funds available,
plus tuition assistance for
eligible non-credit students.

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

Phlebotomy for Health Careers

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

Learn the basic techniques and procedures necessary to properly collect blood specimens. Topics include venous anatomy and physiology, blood collection systems, performance of venipuncture, infection control and patient relations. Course includes 30 hours of classroom training plus 18 daytime hours of clinical practice at local labs. Prerequisites: Limited to Medical Assistant students and health-care providers interested in improving their skills. To begin a career as a phlebotomist, see Phlebotomy Technician Training. At time of registration, student must have current American Heart Association BLS Provider CPR card. Medical Assistant students must have also successfully completed Professional Preparation for Medical Assistants AHE-312. Uniform required. This course includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class.

AHE-289 | \$669 (includes fees: \$125) plus text

A4BP May 9 – July 1* | 20 sessions
Mon, Wed | May 9 – June 6 | 5:30 – 8:45 p.m.
Main Campus
Wed | June 8 | 4 – 7:15 p.m.
Main Campus
Mon | June 13 | 5:30 – 8:45 p.m.
Main Campus
Mon – Fri | June 20 – July 1 | 8 a.m. – 5 p.m.
Lifebridge Health Labs
*No class 5/30
Instructors: Brian Rutledge, Emma Eyler



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 | \$163 (includes fees: \$50)

A3 Online Jan. 4 – Feb. 4

RN Case Manager/Delegating Nurse in Assisted Living

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

NRS-423 | \$244 (includes fees: \$50)

A3P Thu, Fri | Feb. 24 & 25 | 8 a.m. – 4:30 p.m.
2 sessions | Main Campus
Instructor: James Rowe

Certificate in Pain Assessment and Management

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain.

AHE-023 | \$95 (includes fees: \$80)

D2 Online Dec. 15 – Jan. 21

CERTIFIED NURSING ASSISTANT

Carroll's CNA training offers:

- High quality training
- Job search assistance
- Free online job search
- Employer contacts
- An outstanding reputation that makes our CNAs sought by local employers!

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

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.

CNA Preparation

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals

due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

AHE-257 | \$259 (includes fees: \$43)

B3M Tue, Thu | Feb. 1 – 17 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: Nancy Rogers

A3M Mon, Tue, Thu, Fri | Jan. 31 – Feb. 8
8:30 – 11:45 a.m.
6 sessions | Online
Instructor: Pamela Haines

Certified Nursing Assistant Training Part I

 Part of a Workforce Training Certificate; see page 3

Be employed as a CNA in a few weeks! Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the GNA test. Requires study time outside of class. Includes tests, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Students must take the College's reading placement test no later than one week before the first session.

AHE-042 | \$1,146 (includes fees: \$140) plus text

A3BMP Feb. 14 – March 4 | 12 sessions
Hybrid (online with one or more sessions held on campus)
Mon, Fri | Feb. 14 – March 4 | 8:30 a.m. – 4 p.m.
Online
Tue, Thu | Feb. 15 – March 3 | 8:30 a.m. – 4 p.m.
Main Campus

B3BMP Feb. 22 – April 19* | 18 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Feb. 22 – April 12 | 5 – 9:15 p.m.
Online
Thu | Feb. 24 – April 14 | 5 – 9:15 p.m.
Main Campus
Sat | March 19 – April 9 | 8 a.m. – 4:30 p.m.
Main Campus
Tue | April 19 | 5 – 9:15 p.m.
Main Campus
*No class 3/22, 3/24, 3/26
Instructor: Nancy Rogers

Certified Nursing Assistant Training, Part II

★ *Part of a Workforce Training Certificate; see page 3*
 Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, white shoes, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Cost includes required fingerprinting and the fee for the NNAAP GNA exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the GNA skills lab (AHE-455) prior to the GNA exam. Refer to the course listing for the skills lab and register now.

AHE-580 | \$778 (includes fees: \$216)

A3P Mon – Fri | March 7 – 14 | 7 a.m. – 3:30 p.m.
 6 sessions | Carroll Lutheran Village

A4P April 19 – May 7 | 9 sessions
 Tue, Thu | April 19 – May 5 | 5 – 9:15 p.m.
 Carroll Lutheran Village
 Sat | April 23 – May 7 | 7 a.m. – 3:30 p.m.
 Carroll Lutheran Village
 Instructor: Danya Shumaker

GNA Skills Lab

★ *Part of a Workforce Training Certificate; see page 3*
 Provides skills practice for nursing assistants who are preparing to take the GNA (NNAAP) certification exam or for health-care professionals who need to brush up on a particular skill. Refresh your technique for taking and recording blood pressure, pulse and respiration; providing peri-care; handwashing; ambulating a client; and any skills required by the GNA skills exam.

AHE-455 | \$119 (includes fees: \$40)

A3 Wed | Jan. 5 | 9 a.m. – 3:30 p.m.
 1 session | Main Campus, N209
 Instructor: Pamela Haines

A4 Wed | April 13 | 9 a.m. – 3:30 p.m.
 1 session | Main Campus, N209
 Instructor: Pamela Haines

B4 Wed | June 8 | 9 a.m. – 3:30 p.m.
 1 session | Main Campus, N209
 Instructor: Pamela Haines

Medicine Aide Update

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

AHE-120 | \$101 (includes fees: \$40)

A3MP Fri | Jan. 21 | 8 a.m. – 4:30 p.m.
 1 session | Main Campus
 Instructor: Pamela Haines

B3MP Fri | March 18 | 8 a.m. – 4:30 p.m.
 1 session | Main Campus
 Instructor: Pamela Haines

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

Earn While You Learn to Become a CNA/GNA



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

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

Program benefits through local employers may include opportunities for:

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

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

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

071-05-21-1020 BTS



PERSONAL TRAINER

ACE Personal Fitness Trainer

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

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

A3B Tue, Thu | Feb. 1 – May 19* | 12:30 – 1:50 p.m.
30 sessions | Main Campus
*No class 3/22, 3/24

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)

A3 Mon | Feb. 21 | 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 501-Outreach Trainer for General Industry

Prepare to teach the 10- and 30-hour general industry safety and health Outreach Training Program. Using the OSHA General Industry 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 511 Occupational Safety and Health Standards for General Industry and have 5 years of safety and health work experience in general 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-469

A2 Mon – Thu | Dec. 13 – 16 | 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

A3 Mon, Tue, Wed | Feb. 28 – March 2
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

A3 Thu | March 3 | 8 a.m. – 4 p.m.
1 session | 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

A3 Fri | March 18 | 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

A3 Mon – Thu | March 28 – 31 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

NEW! Team Safety

Learn how to build an effective safety team or get the most from the team you've already got. Topics include safety and health fundamentals and terminology, basic safety team concepts, methods for planning for and building effective safety teams, technologies for identifying the training and development needs of safety team members, effective communication skills for safety teams, and strategies for meeting management goals and expectations.

VOC-548

A4 Mon | April 25 | 8 a.m. – 4 p.m.
1 session | Main Campus

National Safety Council's Incident Investigation

Learn techniques for gathering complete, accurate and objective accident data used to arrive at true root causes and determine corrective action. Topics include identifying incidents requiring investigation, on-site investigation processes, data collection, interviewing techniques, and hazard control measures and follow up.

VOC-470

A4 Tue | April 26 | 8 a.m. – 4 p.m.
1 session | Main Campus

Safety Inspections

Gain an overview of the safety and health inspection process and the specific techniques used to improve this process. Topics include pre-inspection tasks, what to inspect and where to gather information, recording observations, handling employee reactions to the inspection process, developing inspection reports, analyzing data and setting priorities.

VOC-537

A4 Wed | April 27 | 8 a.m. – 4 p.m.
1 session | Main Campus

Job Safety Analysis

Job safety analysis is a proven process for controlling operating hazards and costs. Get a step-by-step overview of the process and define your role in making it effective. Through lectures and demonstrations, you'll learn how to develop and manage a job safety analysis program in your workplace. Learn how to enlist participation from employees, supervisors and upper management.

SFT-011

A4 Thu | April 28 | 8 a.m. – 4 p.m.
1 session | Main Campus

Ergonomics: Managing for Results

Repetitive motion and overexertion are the biggest risk factors facing American workers today. Learn how to reduce the number and severity of musculoskeletal injuries in your workplace with a practical and effective ergonomics program. Topics include basic concepts of ergonomics in the workplace, ergonomic risk factors related to musculoskeletal disorders, how to perform an ergonomic worksite analysis, evaluation and ranking of hazards, control methods used to prevent injuries, and development of a successful ergonomics program.

VOC-494

A4 Fri | April 29 | 8 a.m. – 4 p.m.
1 session | Main Campus

**ADDITIONAL
CAREER TRAINING****CHILD CARE****CDA Portfolio Development**

This 30-hour course is designed to help you meet the requirements for the Professional Portfolio that is required to apply for the National CDA credential. Step-by-step guidelines for building the CDA Professional Portfolio are provided as well as helpful resources for building your portfolio. The Professional Portfolio is one of the main components that the CDA Council requires for a National CDA credential.

CCT-517 | \$385 (includes fees: \$30) plus text

A3B Mon, Wed | Feb. 7 – April 20* | 6 – 7:30 p.m.
20 sessions | Online
*No class 3/21, 3/23

Child Growth and Development

Child Growth and Development examines the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. It reviews prominent theories of development and topics such as health, nutrition, play and the family. This course meets the Maryland State Department of Education Child Development requirement for an initial certificate in Early Childhood Education and Elementary Education and also satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff.

CCT-514 | \$448 (includes fees: \$30) plus text

A3B Online Jan. 31 – May 20

Methods and Materials in Early Childhood Education

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

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

A3B Online Jan. 31 – May 20

Infants & Toddlers: Development & Care

Examine the child's growth and development up to age two. Investigate normal stage development, health, feeding, play, rest, identifying possible abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification. Can be taken as a credit or non-credit course.

CCT-512 | \$448 (includes fees: \$30) plus text

A3B Online Feb. 14 – May 20



30th Annual Child Care Training Day

Saturday, March 19
8:30 a.m. – 3:30 p.m.
Carroll Community College

TRAINING FOR CHILD CARE PROFESSIONALS

- Packed with innovative ideas, valuable resources and hands-on activities to promote excellence in child care.
- Earn a Continuing Education Certificate for 6 clock hours and Core of Knowledge hours.
- Earn 1 PAU.

Look for event details
in early February.



Basic Health & Safety Training

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

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

A3 Online Self-paced 3-hr class Complete by May 13

Engaging Children With Remote Learning

Remote learning is here to stay. Now more than ever, teachers and caregivers are engaging children with remote learning and are tasked with helping parents support learning when working one-on-one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1 hr SN.

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

A3 Online Self-paced 3-hr class Complete by May 13

Including All Children and the ADA

Learn essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-487 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

Nutrition and Active Living

Examine the nutritional and physical needs of today's children, and gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Health, Safety & Nutrition three hours.

CCT-485 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

Pandemic and Infectious Diseases: Reducing Risks in Child Care

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

CCT-519 | \$85 (includes fees: \$70)

A3 Online Self-paced 3-hr class Complete by May 13

Positive Child Guidance and Discipline

Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This new Credential Boosters course aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Child Development three hours.

CCT-481 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

Pyramid Model for Social and Emotional Competence - Preschool

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18 hours CD. 1.8 CEUs.

CCT-511 | \$214 (includes fees: \$185)

A3 Online Self-paced 3-hr class Complete by March 21

Resources That Guide Daily Planning

Explore state supported early learning and school age standards, guidelines and MSDE approved curriculum such as the Maryland Common Core State Curriculum, Healthy Beginnings, and other state planning resources. Learn what is expected as an early childhood professional when using these resources for planning purposes. Three Core of Knowledge hours awarded.

CCT-448 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

SIDS

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

CCT-494 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

Supporting Children with Disabilities

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-488 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

Taking Learning Outside

Get out! Learn how outdoor learning environments and play space can assist with development and learning. Identify the importance of outdoor activities in all learning domains, examine traditional and non-traditional outdoor learning activities and prepare examples of structured and unstructured outdoor play. Three Core of Knowledge hours awarded.

CCT-461 | \$65 (includes fees: \$50)

A3 Online Self-paced 3-hr class Complete by May 13

COMMERCIAL TRUCK DRIVER

CDL-A classes are offered in partnership with Community College of Baltimore County. You must be at least 21 years of age. For more information, call 410-386-8100.

CDL-A Classroom, Learner Permit and Pre-Trip Introduction

 Part of a Workforce Training Certificate; see page 3

Learn about commercial vehicle operation and develop the knowledge and skills needed to obtain a Maryland CDL Learner Permit including various endorsements. Instruction includes basic COL Theory and hazardous materials. This course prepares successful completers to pass the pre-trip portion of MVA Class A Commercial Driver's License examination and begin the process to be eligible to work as a Class A commercial driver. Topics include FMCSA, general COL theory, hazardous materials, pre-trip inspections (both exterior and interior), alcohol awareness, hours of service, defensive driving techniques, log books, trip planning and map-reading. Prerequisite: MVA CDL Learner's Permit.

TRA-062 | \$2,005 (includes \$1,796 in fees)

98 Course Hours

CDL-A Maneuvers and Road Skill Basics

 Part of a Workforce Training Certificate; see page 3

Learn about commercial vehicle operation and develop the knowledge and skills needed to pass the range (maneuvers) and road portions of the Maryland Vehicle Administrations (MVA) Class A Commercial Driver's License examination. Learn a variety of backing and parking maneuvers, upshifting/ down-shifting, and the safe and efficient operation of various tractor-trailer (Class A) vehicles. Topics include a review of pre-trip inspections, air-brake leak tests, straight-line backing, blind and sight-side parallel parking, shifting, highway and road signs, and basic road operations. Prerequisite: MVA CDL Learner's Permit with endorsements.

TRA-063 | \$1,710 (includes \$1,530 in fees)

91 Course Hours



CDL-A Road and Advanced Safety Skills

★ Part of a Workforce Training Certificate; see page 3

Learn about and develop the skills required to operate a CDL Class A vehicle and to pass the Maryland Vehicle Administration's (MVA) Class A Commercial Driver's License examination to become eligible to work as a Class A commercial driver. Focus on operating Class-A vehicles on streets, roads and highways. Review regulations concerning alcohol awareness, hours of service for over the road vehicle operation, as well as breakdowns and accident prevention. Topics include review of shifting techniques, review of backing and parking maneuvers, use of flat, convex, and fender mirrors, changing lanes and merging, road and weather hazards, emergency stops and a review of defensive driving techniques.

TRA-064 | \$1,510 (includes \$1,350 in fees)

91 Course Hours

LAW ENFORCEMENT AND LEGAL CAREERS

Paralegal Certification Course

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

VOC-553 | \$1,605 (includes fees: \$1,306) plus text

A3B Online Jan. 10 – April 22

B3B Online March 7 – June 17

Legal Nurse Consultant Training Course

This program prepares medical professionals for a career in the legal field as legal nurse consultants. This course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,205 (includes fees: \$986) plus text

A3B Online Jan. 10 – Feb. 25

B3B Online March 7 – April 22

Legal Secretary Certificate Course

Beginning and experienced secretaries, improve your skills in the law office. Topics include: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format. Discuss job search strategies and placement possibilities.

VOC-558 | \$1,005 (includes fees: \$826) plus text

A3B Online Jan. 10 – Feb. 25

B3B Online March 7 – April 22

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

A3B Online Jan. 10 – Feb. 25

B3B Online March 7 – April 22

ADULT BASIC EDUCATION

ACADEMIC SKILLS DEVELOPMENT

Math Skills Enhancement

Boost your math skills with review and practice of arithmetic, fractions, decimals and percents. You will also improve your skills working with ratios and proportions, as well as solving word problems. This is the first in a series of four courses designed to prepare you for college-level math.

ADS-092 | \$338 (includes fees: \$30)

A3 Tue, Thu | Feb. 15 – May 26* | 6:30 – 8 p.m.

28 sessions | Main Campus

*No class 3/22, 03/24

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

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

001-03-22

ACADEMIC TEST PREP

SAT/ACT Prep Series

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

ADS-105 | \$209 (includes fees: \$159)

D2 Online Dec. 15 – Feb. 18

A3 Online Jan. 12 – March 18

B3 Online Feb. 9 – April 22

C3 Online March 16 – May 20

A4 Online April 13 – June 24

CAREER DEVELOPMENT

Help With Career Choices

Need help with your career choice? Attend a free monthly session. No cost, but please register to reserve your seat.

XXB-138 | No Cost

A3 Mon | Jan. 24 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B3 Mon | Feb. 28 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C3 Mon | March 14 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

A4 Mon | April 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

ESOL

ESOL Online Information Session

Learn about free English classes available at Carroll Community College. This free information session includes all the information you need about registration, placement testing and English classes for speakers of other languages. Meet our helpful staff and get all of your questions answered.

ESL-087 | No Cost

A3 Wed | Jan. 5 | 6:30 – 7:30 p.m.
1 session | Online

B3 Fri | Jan. 7 | 9:30 – 10:30 a.m.
1 session | Online

C3 Wed | Feb. 16 | 6:30 – 7:30 p.m.
1 session | Online

D3 Wed | Feb. 23 | 9:30 – 10:30 a.m.
1 session | Online

E3 Wed | Feb. 23 | 6:30 – 7:30 p.m.
1 session | Online

F3 Mon | Feb. 28 | 6:30 – 7:30 p.m.
1 session | Online

G3 Wed | Mar. 2 | 9:30 – 10:30 a.m.
1 session | Online

H3 Wed | Mar. 9 | 6:30 – 7:30 p.m.
1 session | Online

I3 Wed | Mar. 30 | 6:30 – 7:30 p.m.
1 session | Online

Beginning ESOL

This course provides instruction on basic English language skills. Topics include listening, speaking, pronunciation, reading and writing. Basic computer skills are introduced.

ESL-053 | No Cost

A3 Wed, Mon | Jan. 19 – March 16 | 6:15 – 9 p.m.
17 sessions | Online

A4 Mon, Wed | April 11 – June 22* | 6:15 – 9 p.m.
21 sessions | Online
*No class 5/30

The Carroll County Community Mediation Center



We all have conflicts. Resolve them now!

Community mediation & conflict management coaching services are available online and in-person.

ALL SERVICES ARE:

- Available 7 days a week.
- Scheduled at times convenient to all people involved.
- Confidential, non-judgmental and voluntary.
- Offered at no cost.

To speak with a staff member about your situation, learn about our services and get answers to your questions, contact the CCCMC at

410-848-1764

or CCCMC@Carrollcc.edu.

Volunteer opportunities available now!



Intermediate ESOL

Practice conversation and improve your listening and speaking skills. This class is for students with everyday English vocabulary, but who are not yet using complete sentences. Students should be able to follow simple instructions and answer basic questions prior to class.

ESL-054 | No Cost

A3 Wed, Mon | Jan. 19 – March 16 | 6:15 – 9 p.m.
17 sessions | Online

B3 Wed, Mon | Jan. 19 – March 16 | 6:15 – 9 p.m.
17 sessions | Online

A4 Mon, Wed | April 11 – June 22* | 6:15 – 9 p.m.
21 sessions | Online
**No class 5/30*

B4 Mon, Wed | April 11 – June 22* | 6:15 – 9 p.m.
21 sessions | Online
**No class 5/30*



“Carroll Community College has great online English classes. My experience has been wonderful, and I’m learning a lot. My teacher works hard to help students succeed. The online program is very convenient, and lessons are always very useful. I am very thankful to my teacher and all the staff.”



Cary Izaguirre
ESOL student



Advanced English in the Community

Improve your English writing, reading and speaking skills as you prepare for future education and employment opportunities. A placement test is required; call 410-386-8630 to schedule.

ESL-033 | No Cost

A3 Wed, Mon | Jan. 19 – March 16*
9:15 – 11:45 a.m.
16 sessions | Family Center-Distillery Dr
**No class 2/21*

ESL-049 | No Cost

A3 Wed, Mon | Jan. 19 – March 16 | 6:15 – 9 p.m.
17 sessions | Online

B3 Mon, Wed | March 28 – June 22*
9:15 – 11:45 a.m.
24 sessions | Family Center-Distillery Dr
**No class 4/18, 05/30*

A4 Mon, Wed | April 11 – June 22* | 6:15 – 9 p.m.
21 sessions | Online
**No class 5/30*

Multilevel ESOL

Multi-level classes will have a variety of students at different levels in the same class. Teachers group students in ability levels and provide instruction that is appropriate for the proficiency levels. All students must attend orientation before starting class.

ESL-078 | No Cost

A3 Tue, Thu | Jan. 18 – March 17 | 9:15 – 11:45 a.m.
18 sessions | Family Center-Distillery Dr

B3 Wed, Mon | Jan. 19 – March 16 | 6:15 – 9 p.m.
17 sessions | Multi-Service Center

ESL-029 | No Cost

A3 Tue, Thu | March 29 – June 23 | 9:15 – 11:45 a.m.
26 sessions | Family Center-Distillery Dr

A4 Mon, Wed | April 11 – June 22* | 6:15 – 9 p.m.
21 sessions | Multi-Service Center
**No class 5/30*



As a soon-to-be empty nester I thought ‘what next?’ That is when I decided to get my GED* so my chances of getting a good job would increase. With the help of some awesome people, I was able to achieve that. It was not easy 35 years later, but I did it! It is never too late for a new beginning!



Susan Brantley
GED student



American English Pronunciation

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

ESL-070 | \$179 (includes fees: \$30) plus text

A3B Tue, Thu | Feb. 15 – April 28* | 6 – 8 p.m.
20 sessions | Online
**No class 3/22, 3/24*

Grammar for ESL

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

ESL-075 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

GED®/HIGH SCHOOL DIPLOMA

GED® Online Information Session

Learn about the free Adult Basic Education and GED® Test Preparation classes available at Carroll Community College! This free information session provides information about the enrollment process for classes, placement testing and the State of Maryland GED® testing process. Meet our helpful staff and get all of your questions answered.

GED-037 | No Cost

- A3 Thu | Jan. 6 | 6:30 – 7:30 p.m.
1 session | Online

- B3 Fri | Jan. 7 | 10:30 – 11:30 a.m.
1 session | Online

- C3 Thu | Feb. 17 | 9:30 – 10:30 a.m.
1 session | Online

- D3 Thu | Feb. 17 | 6:30 – 7:30 p.m.
1 session | Online

- E3 Tue | Feb. 22 | 6:30 – 7:30 p.m.
1 session | Online

- F3 Tue | Mar. 1 | 9:30 – 10:30 a.m.
1 session | Online

- G3 Thu | Mar. 3 | 6:30 – 7:30 p.m.
1 session | Online

- H3 Thu | Mar. 10 | 6:30 – 7:30 p.m.
1 session | Online

- I3 Tue | Mar. 29 | 6:30 – 7:30 p.m.
1 session | Online

Pre-Diploma

Review basic academic math and reading before enrolling in the GED® preparation class. Instruction is self-paced and individualized. All new students must attend a GED® orientation session prior to registering for this class.

ABE-012 | No Cost

- A3 Tue, Thu | Jan. 18 – March 17 | 9:15 – 11:45 a.m.
18 sessions | Online

- B3 Tue, Thu | Jan. 18 – March 17 | 6:15 – 9 p.m.
18 sessions | Multi-Service Center

ABE-017 | No Cost

- A3 Tue, Thu | Jan. 18 – March 17 | 9:15 – 11:45 a.m.
18 sessions | Online

- B3 Tue, Thu | Jan. 18 – March 17 | 6:15 – 9 p.m.
18 sessions | Multi-Service Center

- A4 Tue, Thu | April 12 – June 21 | 6:15 – 7:45 p.m.
21 sessions | Online

- B4 Tue, Thu | April 12 – June 21 | 6:15 – 7:45 p.m.
21 sessions | Online

ABE-015 | No Cost

- A4 Tue, Thu | April 12 – June 23 | 9:15 – 11:45 a.m.
22 sessions | Online

Pre-GED®

Get an extensive review of the four subject areas including language arts, science, social studies and math. Lessons are based on each student’s level of proficiency. This class prepares students for the GED® preparation class.

ABE-014 | No Cost

- A4 Tue, Thu | April 12 – June 23 | 6:15 – 9 p.m.
22 sessions | Multi-Service Center

GED® Exam Preparation

Prepare for the GED® exam. Take the GED® Ready exam to assess your areas of strength and weakness. Focus on the subject(s) you need to improve. Students are encouraged to begin testing when they demonstrate readiness.

GED-014 | No Cost

- A3 Tue, Thu | Jan. 18 – March 17 | 6:15 – 7:45 p.m.
18 sessions | Online

- A4 Tue, Thu | April 12 – June 21 | 6:15 – 7:45 p.m.
21 sessions | Online

Family Literacy: Basic Skills for Parents

Parents in this class upgrade their reading, writing, math and functional skills to enable them to be active participants in their children’s education, prepare for the GED® exam, enter a job training program, enter the workforce or get a better job.

FLT-010 | No Cost

- A3 Wed, Mon | Jan. 19 – March 16
9:15 – 11:45 a.m.
17 sessions | Family Center-Distillery Dr

FLT-002 | No Cost

- A4 Mon, Wed | April 11 – June 22*
9:15 – 11:45 a.m.
20 sessions | Family Center-Distillery Dr
**No class 4/18, 5/30*

Math Clinic

This course prepares adult students to pass the mathematics section of the GED® exam. It includes basic arithmetic, algebra and geometry. Practice math skills and apply to word problems and equations. Course includes test-taking strategies and the use of the calculator embedded in the online GED® exam. All students must attend orientation before starting class.

GED-026 | No Cost

- A3 Tue, Thu | Jan. 18 – March 17 | 7:45 – 9:15 p.m.
18 sessions | Online

- B3 Tue, Thu | Jan. 18 – March 17 | 7:45 – 9:15 p.m.
18 sessions | Online

- A4 Tue, Thu | April 12 – June 21 | 7:45 – 9:15 p.m.
21 sessions | Online

- B4 Tue, Thu | April 12 – June 21 | 7:45 – 9:15 p.m.
21 sessions | Online



Learn at a Distance with Our Online Partners

Classes are convenient, relevant and interactive

HERE ARE SEVERAL POPULAR CLASSES.
MANY MORE AVAILABLE TO MEET YOUR NEEDS!

Career

Business

- Certificate in Customer Service
- Certificate in Data Analysis
- Effective Business Writing
- Spanish for the Workplace

Child Care

- CDA Portfolio Development

Education

- Certificate in Online Teaching
- Certificate in Teaching Adults
- Solving Classroom Discipline Problems

Financial

- Accounting Fundamentals
- Accounting Fundamentals Series
- Bookkeeping Administration Expert
- Certificate in Accounting and Finance for Non-Financial Managers
- Certified Bookkeeper

NonProfit

- A to Z Grant Writing
- Grant Writing Fundamentals
- Nonprofit Fundraising Essentials

Technology

- A+ Net+ Security+
- Administrative Professional with Microsoft Office Specialist 2019
- AutoCAD 1 – Basic 2D
- Certificate in Basic Game Design
- Computer Skills for the Workplace

Technology *(continued)*

- Creating Webpages
- Creating WordPress Websites
- Intermediate Microsoft Excel 2019/Office 365
- Introduction to Microsoft Excel 2019/Office 365
- Introduction to SQL
- Microsoft Office 2019/365 Value Suite
- Podcasting

Human Resources

- Human Resources Professional
- Professional in Human Resources (PHR) Exam Prep

Management

- Certificate in Project Management
- Fundamentals of Supervision and Management
- Introduction to Project Management
- Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)
- Management Certificate
- Project Management Fundamentals
- Project Management Professional (PMP) Prep Series
- The Complete Project Manager with CAPM and PMP Prep

Health Care

- Activity Director
- Administrative Dental Assistant
- Advanced Hospital Coding and CCS Prep (Voucher Included)
- Aromatherapist Career Prep
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Certificate in Gerontology



- Earn industry credentials
- Complete a workforce training program
- Brush up on life skills
- Master a new hobby

Health Care *(continued)*

- Certificate in Infectious Disease and Infections Control
- Certificate in Nutrition, Chronic Disease and Health
- Certificate in Women's Health Issues
- Certified Electronic Health Records Specialist Career Prep
- Certified Pharmaceutical Sales Representative (Exam Included)
- Explore a Career in Healthcare
- Human Anatomy and Physiology
- Medical Assisting Career Prep
- Medical Coding and Billing for Outpatient Services
- Medical Office Manager (CPPM)
- Medical Terminology: A Word Association Approach
- Mental Health Care Career Prep
- Spanish for Dentists and Dental Assistants
- Spanish for Healthcare
- Spanish for Social Services

Trades/Industrial

- BPI Building Science Principles
- Certified Residential Interior Designer
- Electrical and Electronic Fundamentals
- Freight Broker/Agent Training
- Photovoltaic Tech Career Prep
- Spanish for Construction
- Spanish for Manufacturing and Warehousing

Personal Enrichment

Health & Wellness

- Healthy Living Suite

Language and Arts

- Beginning Conversational French
- Discover Sign Language
- Speed Spanish

Music

- Music Made Easy

Personal Development

- Personal Finance
- Stocks, Bonds and Investing: Oh, My!

Writing and Publishing

- Beginning Writer's Workshop
- Grammar Refresher
- Fundamentals of Technical Writing
- Introduction to Screenwriting
- Romance Writing
- The Keys to Effective Editing
- Writing Essentials

To register and for all online course titles and descriptions, visit carrollcc.edu/cetonline

072-11-22 1021 CAR

Online courses are offered in partnership with Career Step, Ed2Go, Ed2Go Career Training, ProTrain and UGotClass.



PERSONAL ENRICHMENT

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

Broaden Your Cultural Knowledge
History, Culture & World View > page 62

Kick Off the New Year
With **Health & Wellness** Classes > page 70

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-728 | \$219 (includes fees: \$45)

A3 Wed | Jan. 5 – Feb. 23 | 6:30 – 9 p.m.
8 sessions | Main Campus

C3 Wed | March 9 – May 4* | 6:30 – 9 p.m.
8 sessions | Main Campus
**No class 3/23*

B3 Fri | Feb. 11 – April 8* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 3/25*

A4 Fri | April 15 – June 3 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

Drawing and Painting: Beginning

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

PDE-808 | \$219 (includes fees: \$45)

A3M Wed | Jan. 5 – Feb. 23 | 6:30 – 9 p.m.
8 sessions | Main Campus

B3M Wed | March 9 – May 4* | 6:30 – 9 p.m.
8 sessions | Main Campus
**No class 3/23*

Drawing and Painting: Continuing

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

PDE-809 | \$219 (includes fees: \$45)

A3M Wed | Jan. 5 – Feb. 23 | 6:30 – 9 p.m.
8 sessions | Main Campus

B3M Wed | March 9 – May 4* | 6:30 – 9 p.m.
8 sessions | Main Campus
**No class 3/23*

NEW! Collage of Jazz

Art and music often have much in common. Artist Romare Bearden paid homage to music in his pictures by illustrating his love of Jazz. He explored the medium of collage which, like jazz, transforms one thing into another. Study the jazz and make the collage that Bearden loved. Musicologist Robin Armstrong will begin the day exploring the sounds of jazz that Bearden loved the most. In the afternoon, artist Sarah Abel DeLuca will teach the techniques of collage. See what collage and jazz have in common and why they were both so important to Romare Bearden.

HCW-095 | \$85 (includes fees: \$75)

A3 Sat | March 5 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructors: Robin Armstrong & Sarah Abel-DeLuca

NEW! Mixed Media Techniques

Explore the roots, history and possibilities of collage and assemblage, including mixed-media techniques, to create one, two or three-dimensional, multi-layered pieces. Combining objects (fairly flat in collage, in full 3-D in assemblage) into one art piece is ideal for expressing complex ideas, themes or designs, and/or suggesting concurrent or overlapping realities or time frames. And it's fun!

DPM-074 | \$95 (includes fees: \$85)

A3 Mon | Feb. 21 – March 7 | 6:30 – 9 p.m.
3 sessions | Main Campus



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072-09-22-1021 INF



FINE CRAFT

The Art of Stained Glass I

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

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

A3M Wed | Jan. 12 – Feb. 9 | 6:30 – 9 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

NEW! Fused Glass Appetizer Dish

Create a unique appetizer dish for your next party! Use pre-cut base glass to begin your creation. Add glass embellishments to create a one-of-a-kind dish. Perfect to decorate your home or use at your next party. All supplies included.

DPM-076 | \$70 (includes fees: \$60)

A3 Mon | March 14 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

NEW! Fused Glass Layering Plate

Create a unique layering plate using pre-cut base glass. The technique uses colored squares and rectangles of hand-cut glass layered on top of each other like a large sandwich. Perfect to decorate your home or as a gift. All supplies included.

DPM-075 | \$70 (includes fees: \$60)

A3 Mon | Jan. 24 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

Fused Glass Pendants

Celebrate mom (or yourself!) by creating a one-of-a-kind fused glass pendant. Incorporate specialized glass to create up to three pendants. Full and tack fusing will be discussed. All materials provided. Please allow two weeks for pick-up as pendants are fired off site. No experience necessary. Class size is limited.

DPM-045 | \$55 (includes fees: \$45)

A4 Wed | April 13 | 6 – 9 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 | \$75 (includes fees: \$65)

A3 Fri | March 4 & 11 | 1 – 4 p.m.
2 sessions | Main Campus
Instructor: Cathy Trostle

B3 Wed | March 30 & April 6 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Cathy Trostle

Stained Glass Patchwork Heart

Combine bevels and stained glass to construct two valentine suncatchers (approx. 4 X 4). Brighten your windows with this combination of color and prism. Select your own pre-cut pieces or cut pieces for your masterpiece. No experience necessary. All materials provided.

DPM-041 | \$80 (includes fees: \$70)

A3 Thu | Feb. 3 – 17 | 6 – 9 p.m.
3 sessions | Main Campus
Instructor: Cathy Trostle

Intro to Throwing on the Potter's Wheel

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

DPM-025 | \$104 (includes fees: \$94)

A3 Thu | Jan. 13 – Feb. 3 | 6:30 – 9 p.m.
4 sessions | Main Campus
Instructor: Alex Simms

NEW! 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 | \$104 (includes fees: \$94)

A3 Thu | Feb. 17 – March 10 | 6:30 – 9 p.m.
4 sessions | Main Campus
Instructor: Alex Simms

Studio Ceramics

Create your own body of work. Use our studio utilities to create your unique projects. Assisted by expert guidance and consultation. Students allotted 25 pounds of clay to make hand-built and/or thrown works. For students who have already taken a recent ceramics course.

DPM-027 | \$155 (includes fees: \$145)

A3 Sat | Jan. 22 – Feb. 26 | 9:30 a.m. – 12 p.m.
6 sessions | Main Campus
Instructor: Alex Simms

NEW! Decorative Ceramic Mushroom Sculpture

Bring color, magic and personal style to your garden! Learn pinch technique from a skilled instructor. Create a decorative ceramic mushroom out of a ball of clay. Decorate a potted plant with your unique art.

DPM-040 | \$64 (includes fees: \$54)

A3 Thu | March 31 & April 7 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Alex Simms

Wall Pocket Planter

Design and create your own wall pocket planter! Can be designed to hold real plants or to display other personalized creations. Utilize a variety of ceramic building techniques as well as decorating with embossment, carving and glazing to create a durable, beautiful handmade wall planter. All supplies provided.

DPM-023 | \$104 (includes fees: \$94)

A4 Sat | April 2 – 23 | 9:30 a.m. – 12 p.m.
4 sessions | Main Campus
Instructor: Alex Simms

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FOOD & DRINK

Demonstration courses: Students observe instructor prepare recipes and demonstrate technique. Class culminates with tasting and students take home recipes.

Hands-on courses: Students actively participate in practicing technique, preparing recipes and tasting the prepared food. Recipes provided for all dishes.

Classroom courses: Students will hear a short lecture, have class discussions and have a chance to ask questions. Recipes and information sheets are provided.

Please note: Students who withdraw six business days or less before the start date may receive a refund less the supply fee.

Appetizers & Hors D'Oeuvres

Wake up your get together with mouthwatering hors d'oeuvres. Make a variety of party starters that will help make your next party a real event. Learn to make these easy starters that make any meal special. Hands-on class.

C00-041 | \$69 (includes fees: \$59)

A3 Tue | Feb. 1 | 6–9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

NEW! Blue Zone Cooking: Sardinia

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. Join us as we make a few of the delicious recipes in the Mediterranean style. In person, hands-on course.

C00-075 | \$74 (includes fees: \$64)

A3 Thu | Feb. 17 | 6–9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

Feeding a Fit Family

When starting a healthier lifestyle, meal planning and cooking can seem daunting. Changing your current routine may seem overwhelming. Discover the changes you can make to improve your recipes while serving the different needs of a family. A hands-on experience.

C00-047 | \$74 (includes fees: \$64)

A3 Wed | March 16 | 6–9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

Flat Breads of the World

Easy to make and with minimal rise time, leavened flat breads are taking a larger role in today's cuisine. Make, taste and take home Italian Focaccia, Greek Pita, Indian Naan and Turkish Pide. Hands-on class.

C00-040 | \$77 (includes fees: \$67)

A3 Wed, Thu | Feb. 9 & 10 | 6:30–8:30 p.m.
2 sessions | Carroll County Career & Tech Center
Instructor: Greg Hutsell

Handmade Pasta

Mastering the art of gourmet cooking at home has never been easier! Nothing beats homemade pasta and creating it is easier than you think. Learn how to make the pasta and prepare a dish with the freshly made version then come back for day two to work with the dried version. Hands-on.

C00-013 | \$142 (includes fees: \$132)

A3 Tue, Thu | March 29 & 31 | 6–9 p.m.
2 sessions | Carroll County Career & Tech Center
Instructor: Tim Norwood

Knife Skills

Use the right well-sharpened knife and improve food appearance and taste not to mention saving your hands. A dull knife equals mangled food and sliced fingers! Learn about different knives, tips for proper use, how to purchase them and determine which ones work best for you. Practice proper sharpening techniques and basic to advanced cuts including how to hold a knife and cut correctly to avoid injury. Knives provided, but you may also bring your own. Hands-on course.

C00-044 | \$77 (includes fees: \$67)

A3 Tue, Thu | March 1 & 3 | 6–8 p.m.
2 sessions | Carroll County Career & Tech Center
Instructor: Tim Norwood

Taste of Ireland

Fáilte (welcome) to a tasty Irish food course. Go beyond potatoes to the real flavors of the Emerald Isle. Enjoy hearty and delicious recipes that will please your family and friends. Try a taste of Dublin, experience the grub of Wicklow, revel in the flavors of Killarney, and try your hand at a recipe from Galway. Hands-on class.

XC0-116 | \$110 (includes fees: \$100)

A4 Wed | April 6 & 13 | 6–9 p.m.
2 sessions | Carroll County Career & Tech Center
Instructor: Tim Norwood

EAT MORE PLANTS SERIES

Register for all three in Eat More Plants Series, or take them individually.

NEW! Eat More Plants Series! 🌱

Discover the world of plant-based nutrition and learn about the powerful physical and mental health benefits of a plant-based diet. Learn how to transition from an animal-based diet to a plate filled with health-promoting vegetables, grains, fruits, beans, nuts and seeds. Explore myths and facts about protein, soy, dairy, antioxidants, lectins, nightshades and other confusing terms. Share meal ideas for breakfast, lunch and dinner and address the challenges of eating outside the home. Wrap up each class with Q&A.

C00-071 | \$105 (includes fees: \$95)

A3 Sat | Jan. 22 – Feb. 5 | 9 a.m. – 12 p.m.
3 sessions | Online
Instructor: Brooke Bussard

NEW! Why Eat Plant-Based Meals? 🌱

Explore the health benefits and the research behind plant-based diets and the reversal of heart disease, diabetes, auto-immune diseases and more. Learn how choosing plant-centered meals helps the planet and our environmental health. This class will be held live and online with our local instructor.

C00-074 | \$49 (includes fees: \$39)

A3 Sat | Jan. 22 | 9 a.m. – 12 p.m.
1 session | Online
Instructor: Brooke Bussard



NEW! How to Eat Plant-Based Meals: Stocking the Kitchen, Meal Planning, and More 📖

From stocking the kitchen to meal planning, learn how to prepare your mind and your environment to make the shift toward healthier eating. This class will be held live and online with our local instructor.

C00-072 | \$49 (includes fees: \$39)

A3 Sat | Jan. 29 | 9 a.m. – 12 p.m.
1 session | Online
Instructor: Brooke Bussard

NEW! Cook With Brooke: Demonstration of Techniques to Maximize Efficiency and Health 📖

Learn how to make plants the center of an exciting meal while discovering the most effective tools to make you efficient in the kitchen. This class will be held live and online with our local instructor.

C00-073 | \$49 (includes fees: \$39)

A3 Sat | Feb. 5 | 9 a.m. – 12 p.m.
1 session | Online
Instructor: Brooke Bussard

HISTORY, CULTURE & WORLD VIEW

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. Co-listed with credit.

PDE-951 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 1 – May 12* | 12:30 – 1:50 p.m.
28 sessions | Learning Resource Center
Instructor: Robert Young
**No class 3/22, 3/24*

Adolf Hitler and the Third Reich

Analyze the major themes, people and ideas in German history from 1919 to 1945. Focus on the Nazi period after 1933. Examine the roots of Nazism, the personality of Hitler, the development of the totalitarian state, the events leading to the Second World War in Europe, Germany's strategy in the war and the meaning of the Holocaust. Co-listed with credit.

HCW-008 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 1 – May 12* | 2 – 3:20 p.m.
28 sessions | Learning Resource Center
Instructor: Katherine Fanning
**No class 3/22, 3/24*

NEW! Ranking America's Presidents: Game or History?

Every time we inaugurate a new President of the United States, C-SPAN asks historians, professors and other observers of the presidency to evaluate all the others in terms of the quality of their leadership in a variety of important areas. Other media outlets and academic organizations do likewise, and when rankings are released, they receive widespread attention. But is this good history or just a fun parlor game to play every four or eight years? Explore the lives of 44 men who have held our highest office. Learn what makes us decide a president was great, as well as what makes us decide a president was a failure, and how and why those evaluations can change over time. And then, how would you rank the presidents?

HCW-099 | \$69 (includes fees: \$59)

A3 Tue | March 1 – 15 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Robert Young

LECTURE SERIES WITH DAVID BOOZ

The Atlanta Campaign

In 1864 General U.S. Grant was appointed to lead all of the Union armies. He coordinated and led a massive assault on the Confederacy. One part of his plan was to attack Atlanta, Georgia, and destroy the Confederates' ability to defend the state of Georgia. William T. Sherman led the campaign and matched wits with Confederate generals Joe Johnston and John Bell Hood in one of the most important campaigns of the war. Look at the fighting in the spring and summer of 1864, the capture of Atlanta, the destruction of a large part of the city and the significance of this campaign. See if *Gone With The Wind* got the fall of Atlanta right!

HCW-097 | \$49 (includes fees: \$39)

A3 Thu | Jan. 20 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

The Peninsula Campaign of 1862

The United States should have defeated the Confederacy in the Spring of 1862. Union General George B. McClellan had a massive army that should have steamrolled its way to Richmond. Discuss how McClellan conducted his campaign and how the Confederates defended. Highlight the military leadership of a new Confederate army commander, Robert E. Lee.

HCW-031 | \$49 (includes fees: \$39)

A3 Thu | Feb. 24 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

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The Assassination of Abraham Lincoln

The death of Abraham Lincoln has been described by some historians as a turning point in our history. Why would Booth do such a thing and how could it have happened? Debate whether there was a conspiracy to murder the president or if it were the act of a madman. Review the possibility that the Confederacy endorsed this action. Discuss the fallout from the murder. See what you think of the conspiracy theories.

HCW-068 | \$49 (includes fees: \$39)

A3 Thu | March 31 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

The Life of the Common Soldier in the Civil War

Several million men served in the Civil War when we total both sides. Very few of these men were professional soldiers before the war. What was life like for these soldiers? Contrast what they wore and the firearms they used. Discuss the daily life of these soldiers. Identify what food they had and what medicine was available. Find out if the life of the common soldier was what you expected.

HCW-066 | \$49 (includes fees: \$39)

A4 Thu | April 21 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: David Booz

WORLD VIEW

NEW! Climate and the Chesapeake Bay

The Chesapeake Bay is the largest estuary in the United States and Carroll County sits directly within its watershed. The Bay is an important economic and environmental resource for our region. Learn about how the changing climate will affect the Bay, its waters and marine life.

HCW-104 | \$49 (includes fees: \$39)

A3 Wed | March 30 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Mona Becker

Death and Dying

Take an in-depth and interdisciplinary approach to the study of death and dying. Explore this final stage of development from various perspectives, cultures and spiritual realms. Focus on the dying process, death rituals, the grieving process, bereavement practices, and theories and beliefs regarding the afterlife. Co-listed with credit.

PDE-104 | \$454 (includes fees: \$35) plus text

A3B Wed | Feb. 2 – May 11* | 12:30 – 1:50 p.m.
28 sessions | Online
Instructor: Monica Zilioli
*No class 3/23

NEW! A Course in Gender

Discuss the meaning of gender and gender identities. Clarify your own understanding of how gender socialization has impacted you, and how gender is embedded in key societal institutions.

HCW-098 | \$49 (includes fees: \$39)

A3 Fri | Jan. 21 | 1 – 4 p.m.
1 session | Main Campus
Instructor: Eric Hess

NEW! Making a Positive Environmental Impact

How can you make a positive environmental impact on a daily, weekly, monthly or yearly basis? Learn ways you can change habits and talk to others about positive environmental change. Spend some time brainstorming and sharing ideas.

HCW-105 | \$49 (includes fees: \$39)

A4 Wed | April 13 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Mona Becker

Introduction to Philosophy

Join us in the critical and open activity of philosophical inquiry. Philosophy is an on-going conversation that explores who we are, what our world is and how we are to act toward the world. Read and discuss contributions to that conversation by classic and contemporary philosophers for the purpose of seeing how these people engaged questions that have real applications to us and to see how their thoughts shaped or prod at our lives today. Critique the contributions made by these philosophers and critique your own ideas and worldviews. Co-listed with credit.

PDE-082 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 31 – May 11* | 9:30 – 10:50 a.m.
28 sessions | Online
Instructor: Donald Hoepfer
*No class 3/21, 3/23

NEW! The Politics of Education

In this broad overview, review major political issues affecting K-12 and higher education. Topics are likely to include race, gender, sexual identity, sex education and current political issues affecting education. Policies and politicians affecting such topics will also be discussed.

HCW-094 | \$49 (includes fees: \$39)

A3 Fri | Jan. 7 | 1 – 4 p.m.
1 session | Main Campus
Instructor: Eric Hess

Social Psychology

Examine social influences on individual and group behavior. Topics include perception of people and events, attitudes and persuasion, social relationships, altruism and aggression. Co-listed with credit.

PDE-103 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 1 – May 12*
9:30 – 10:50 a.m.
28 sessions | Main Campus
Instructor: Monica Zilioli
*No class 3/22, 3/24



ONE TALE: J.R.R. TOLKIEN SERIES

Register for all three in *One Tale to Rule Them All*, or take them individually.

NEW! One Tale to Rule Them All

The works of J.R.R. Tolkien are among the most prominent in all literature. The “Lord of the Rings” (LOTR), while not the first fantasy novel, is certainly the most impactful. It is responsible for establishing the genre of sword and sorcery we know today, and every writer since is invariably compared to the Tolkien benchmark.

Explore the rich myths of Middle Earth and its creator over three “geek” sessions. Discuss the nature of the Valar, why Elros chose to be a mortal man, comparisons of Beren with Frodo and Aragorn, and Peter Jackson’s adaptation of the material. It is recommended that attendees have read LOTR and “The Hobbit.” “Silmarillion” will also be helpful. Bring your thoughts and ideas so we can geek out together.

HCW-100 | \$69 (includes fees: \$59)

A4 Tue | April 5 – 19 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Derrick Lapp

NEW! One Tale: There and Back Again

Diving into the meat of Tolkien’s legendarium, discuss his first seven published books, “The Hobbit” and “The Lord of the Rings.” Explore why Tolkien chose hobbits as his main characters, Gandalf’s absences, the role of spiders and eagles in Tolkien’s works, Golem, Galadriel and the Goblin King.

HCW-101 | \$39 (includes fees: \$29)

A4 Tue | April 5 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

NEW! One Tale: the Elder Days

The “Silmarillion” features prominently as we discuss the legends and languages Tolkien created to serve as the foundation for the Lord of the Rings. Elves and gods are active for thousands of years before Bilbo takes his first step on the road that “goes ever on.” Discuss subjects such as the Valar, Quenya, Beleriand, Gothmog and more.

HCW-102 | \$39 (includes fees: \$29)

A4 Tue | April 12 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

NEW! One Tale: Unfinished Tales

Where did Tolkien come up with all his incredible creations? Middle Earth is so rich and realistic, readers have wondered at his imagination and inspirations. Explore the sources and experiences that J.R.R. Tolkien drew upon to help make him the most celebrated fantasy writer of all time.

HCW-103 | \$39 (includes fees: \$29)

A4 Tue | April 19 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

HOME & HOBBY

NEW! An Introduction to the Joy of Recreational Drone Flight

Ever thought of flying a drone for fun or becoming a commercial drone pilot? This is the course for you. A licensed drone flight instructor will provide an overview with demonstrations of a variety of drones to help you make an intelligent decision between recreational or professional drone flight.

DRN-019 | \$59 (includes fees: \$49)

A4 Tue, Thu | May 10 & 12 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Geoffrey Voigt

Introduction to Digital Scrapbooking

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you’ll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You’ll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images – the tools are all available to you. Take your scrapbooking to a new level!

PDE-110 | \$129 (includes fees: \$119)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

NEW! The Frugal Retiree: Having the Retired Life You Dreamed About

Many people fear that they will not be able to fund the retirement life they have dreamed about while waiting to retire. Learn how to find the joy in retirement life, despite financial worries. This is not a financial investment class but rather an opportunity to explore ideas and understand how cultural norms, politics and life decisions impact emotional and financial security for retirement.

HCW-106 | \$59 (includes fees: \$49)

A3 Tue, Thu | Jan. 18 & 20 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

NEW! The Frugal Retiree: Explore Travel Options

Take a deep dive into the great cities of Europe, with ideas on how to travel frugally without sacrificing comfort. Spend a little time to daydream about where you will go! Learn tips to navigate each city in a frugal and practical style, learning about places and experiences unique to that city.

HCW-107 | \$59 (includes fees: \$49)

A3 Tue, Thu | Feb. 22 & 24 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

Stocks, Bonds, and Investing: Oh My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

FIN-089 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

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LANGUAGES

ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

FLC-202 | \$159 (includes fees: \$30) plus text

A3B Thu | Feb. 17 – March 31* | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Charlene Vandusen
**No class 3/24*

ASL- Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

FLC-248 | \$159 (includes fees: \$30) plus text

A4BP Thu | April 14 – May 19 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Charlene Vandusen

Beginning Conversational French

Learn how to communicate easily and comfortably with those who speak French. Learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language.

FLC-194 | \$129 (includes fees: \$105)

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

Elementary French 2

Elementary French 2 is a continuation of Elementary French 1 with emphasis on reading and writing skills and developing cultural awareness. Prerequisite: FLC-266, FREN-101, or one year of high school French will meet the prerequisite with an academic advisor's approval.

FLC-268 | \$454 (includes fees: \$35) plus text

A3BP Tue, Thu | Feb. 1 – May 12* | 9:30 – 10:50 a.m.
28 sessions | Main Campus
Instructor: Gabrielle Miller
**No class 3/22, 3/24*

Elementary German 2

Elementary German 2 is a continuation of GERM-101 (FLC-267) with emphasis on reading and writing skills and developing cultural awareness of the German-speaking people and expanding one's worldview. Prerequisite: FLC-267, or GERM-101, or one year of high school German will meet the prerequisite with an academic advisor's approval.

FLC-269 | \$454 (includes fees: \$35) plus text

A3BP Tue, Thu | Feb. 1 – May 12* | 11 a.m. – 12:20 p.m.
28 sessions | Main Campus
Instructor: Gabrielle Miller
**No class 3/22, 3/24*

Conversational Spanish

Incredible! Build your confidence, skills and expand prior learning. Review the essentials you need to understand and be understood. For students with prior Spanish experience.

FLC-281 | \$159 (includes fees: \$30)

A3 Mon | Feb. 28 – April 11* | 6:30 – 9 p.m.
6 sessions | Online
Instructor: Brittany Hopkins
**No class 3/21*



Motorcycle Safety

Get Ready to Ride...



COURSES OFFERED
APRIL – NOVEMBER

Basic Motorcycle Safety (BRC)

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

NEW! Basic RiderCourse 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.

ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



PHOTO: JACOB APE

Visit
www.carrollcc.edu/motorcycle
for details and Spring 2022
class dates.

MOTORCYCLE & PERSONAL SAFETY

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit www.carrollcc.edu/CETregistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience, this course includes a classroom component, an online component and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Students receive a Completion Certificate for their Class M designation upon successful completion of the course. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

TRA-044 | \$309 (includes fees: \$125)

- A4 April 13 – 17 | 3 sessions**
Wed | April 13 | 6 – 10 p.m.
Main Campus
Sat, Sun | April 16 & 17 | 8 a.m. – 2:30 p.m.
Parking Lot
- B4 April 20 – 24 | 3 sessions**
Wed | April 20 | 6 – 10 p.m.
Main Campus
Sat, Sun | April 23 & 24 | 8 a.m. – 2:30 p.m.
Parking Lot
- C4 April 27 – May 1 | 3 sessions**
Wed | April 27 | 6 – 10 p.m.
Main Campus
Sat, Sun | April 30 & May 1 | 8 a.m. – 2:30 p.m.
Parking Lot
- D4 May 4 – 8 | 3 sessions**
Wed | May 4 | 6 – 10 p.m.
Main Campus
Sat, Sun | May 7 & 8 | 8 a.m. – 2:30 p.m.
Parking Lot
- E4 May 11 – 15 | 3 sessions**
Wed | May 11 | 6 – 10 p.m.
Main Campus
Sat, Sun | May 14 & 15 | 8 a.m. – 2:30 p.m.
Parking Lot

- F4 May 18 – 22 | 3 sessions**
Wed | May 18 | 6 – 10 p.m.
Main Campus
Sat, Sun | May 21 & 22 | 8 a.m. – 2:30 p.m.
Parking Lot
- G4 June 1 – 5 | 3 sessions**
Wed | June 1 | 6 – 10 p.m.
Main Campus
Sat, Sun | June 4 & 5 | 8 a.m. – 2:30 p.m.
Parking Lot
- H4 June 8 – 12 | 3 sessions**
Wed | June 8 | 6 – 10 p.m.
Main Campus
Sat, Sun | June 11 & 12 | 8 a.m. – 2:30 p.m.
Parking Lot
- I4 June 15 – 17 | 3 sessions**
Wed | June 15 | 9 a.m. – 1 p.m.
Main Campus
Thu, Fri | June 16 & 17 | 8 a.m. – 2:30 p.m.
- J4 June 22 – 26 | 3 sessions**
Wed | June 22 | 6 – 10 p.m.
Main Campus
Sat, Sun | June 25 & 26 | 8 a.m. – 2:30 p.m.
Parking Lot

ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older.

TRA-058 | \$185 (includes fees: \$162)

- A4 Fri | April 15 | 8 a.m. – 5 p.m.**
1 session | Parking Lot
- B4 Fri | May 13 | 8 a.m. – 5 p.m.**
1 session | Parking Lot

Basic RiderCourse 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions to use a college motorcycle:
TRA-060 | \$279 (includes fees: \$124)

- A4** Fri | April 8 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- B4** Fri | April 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- C4** Fri | May 6 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- D4** Fri | May 20 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- E4** Fri | June 10 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Register for these sessions to use your own motorcycle:
TRA-060 | \$229 (includes fees: \$74)

- A4CYC** Fri | April 8 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- B4CYC** Fri | April 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- C4CYC** Fri | May 6 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- D4CYC** Fri | May 20 | 8 a.m. – 5 p.m.
1 session | Parking Lot

- E4CYC** Fri | June 10 | 8 a.m. – 5 p.m.
1 session | Parking Lot

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 \$120 HQL fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

PDE-080 | \$135 (includes fees: \$110)

- A3T** Sat | Jan. 22 | 8 a.m. – 12:15 p.m.
1 session | Main Campus

- B3T** Thu | Feb. 10 | 5:45 – 10 p.m.
1 session | Main Campus

- C3T** Tue | March 8 | 5:45 – 10 p.m.
1 session | Main Campus

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele and voice.

Applied Music Lessons – 30 Minutes

MSC-008 | \$370 (includes fees: \$360)

- A3** Jan. 31 – May 9
14 sessions | Main Campus
To be scheduled individually

Applied Music Lessons - One Hour

MSC-010 | \$725 (includes fees: \$715)

- A3** Jan. 31 – May 9
14 sessions | Main Campus
To be scheduled individually

Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Alfred's Basic Adult Piano Course, Level 1 Lesson Book. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-036 | \$105 (includes fees: \$95) plus text

- A3B** Fri | Jan. 14 – March 18 | 9 – 10 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

- A4B** Fri | April 8 – June 10 | 9 – 10 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis



Class Piano for Adults - Continuing II

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Alfred's Basic Adult Piano Course Level 1, later the class transitions into Alfred's Basic Adult Piano Course, Level 2. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-037 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 14 – March 18 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

A4B Fri | April 8 – June 10 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Class Piano for Adults: Accelerated Beginner

Continue to work through the Alfred's Basic Adult Piano Course, Level 2 and Level 3 (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading.

XXZ-482 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 14 – March 18 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

A4B Fri | April 8 – June 10 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Fundamentals of Music

A general introduction to reading and writing music. Elements of music, notation and terminology, theory, scale formation, triads, chords and their inversions, sight-singing, ear training and an introduction to the keyboard are included. Co-listed with credit.

MSC-005 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 1 – May 12* | 11 a.m. – 12:20 p.m.
28 sessions | Main Campus
Instructor: Eric McCullough
*No class 3/22, 3/24

ENSEMBLES

Guitar Ensemble

Guitar Ensemble provides guitarists with ensemble and performance experience. Repertoire includes classical, jazz, rock and blues styles arranged in guitar ensemble format. A repertoire of varied selections is prepared for College and public performances.

XXZ-554 | \$60 (includes fees: \$50)

A3P Tue | Feb. 1 – May 10* | 5 – 7 p.m.
14 sessions | Main Campus
*No class 3/22

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)

A3 Tue | Feb. 1 – May 10* | 9 – 11 a.m.
14 sessions | Main Campus
*No class 3/22

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)

A3P Mon | Jan. 31 – May 9* | 5 – 7 p.m.
14 sessions | Main Campus
*No class 3/21

B3P Wed | Feb. 2 – May 11* | 5 – 7 p.m.
14 sessions | Main Campus
*No class 3/23

Advanced Rock N' Roll Ensemble

To audition, contact the Performing Arts Office at 410-386-8575.

MSC-054 | \$60 (includes fees: \$50)

A3P Tue | Feb. 1 – May 10* | 5 – 7 p.m.
14 sessions | Main Campus
*No class 3/22

Vocal Chamber Ensemble

To audition contact the Performing Arts Office at 410-386-8575.

MSC-055 | \$60 (includes fees: \$50)

A3P Mon | Jan. 31 – May 9* | 2 – 4 p.m.
14 sessions | Main Campus
*No class 3/21

LOVING JAZZ SERIES

Register for all three in Loving Jazz Series, or take them individually.

Loving Jazz Series

Learn to love jazz, if you don't already! Come listen to the best jazz of each period, learn about its history and context, and why it sounds the way it does. Three sessions cover jazz's beginning, swing and big band, and bebop.

HCW-045 | \$75 (includes fees: \$65)

A3 Tue | Feb. 8–22 | 6–8 p.m.
3 sessions | Main Campus
Instructor: Robin Armstrong

Loving Jazz - The Beginning

Find out what was so special about New Orleans that it gave us this brilliant music. Discover what the earliest jazz sounds like. Explore the origins and the musical style of the first early combos and enjoy recorded performances by Louis Armstrong, Bessie Smith, King Oliver, Lovie Austin and more.

HCW-046 | \$39 (includes fees: \$29)

A3 Tue | Feb. 8 | 6–8 p.m.
1 session | Main Campus
Instructor: Robin Armstrong

Loving Jazz - Swing and Big Band

Discuss how big band music began. Debate why the Great Depression and World War II had such a significant impact on music. Explore the connections between society and musical style to understand the pure joy of big band and swing. Enjoy recorded performances by Bennie Goodman, The International Sweethearts of Rhythm, Billie Holiday, The Duke and more.

HCW-047 | \$39 (includes fees: \$29)

A3 Tue | Feb. 15 | 6–8 p.m.
1 session | Main Campus
Instructor: Robin Armstrong

Loving Jazz - Bebop

Reveal why bebop is different from jazz that preceded it. Why did jazz become "cool" rather than danceable? Study how and why the music changed by listening to recorded performances by Charlie Parker, Ella Fitzgerald, Dizzy Gillespie, Mary Lou Williams and more.

HCW-048 | \$39 (includes fees: \$29)

A3 Tue | Feb. 22 | 6–8 p.m.
1 session | Main Campus
Instructor: Robin Armstrong

PHOTOGRAPHY

Operating Your Digital Camera

So you've switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

XXZ-358 | \$49 (includes fees: \$39)

A3 Wed | Jan. 5 | 6–9 p.m.
1 session | Main Campus
Instructor: Walter Calahan

B3 Sat | Feb. 5 | 9 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Walter Calahan

C3 Sat | March 5 | 9 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

XXZ-566 | \$164 (includes fees: \$154)

A3P Tue | Jan. 11–Feb. 22 | 7–9 p.m.
7 sessions | Main Campus
Instructor: Daniel Humphries-Russ

Crafting the Photograph: Level 2

Take your photos to the next level. Learn how and when to go beyond basic camera techniques to create accomplished photographs of people, animals, landscapes, plants and still life. Explore depth of field, shutter speed, filters, lenses and more. Bring your loaded single lens reflex (SLR) digital or 35mm film camera to each class. Prerequisites: Crafting the Photograph: Level 1, or a basic photography class or experience with an adjustable camera.

XXZ-586 | \$120 (includes fees: \$110)

A3P Wed | March 9–April 13* | 7–9 p.m.
5 sessions | Main Campus
Instructor: Walter Calahan
**No class 3/23*

Available Light Photography

Learn to take pictures without a flash at concerts, sporting events, by candlelight, of fireworks or holiday lights. Use your digital camera in this hands-on class to explore: lens speed, apertures, shutter speeds and ISO, and other settings where a flash just won't work. Take photos in and out of the classroom. Returning students welcome. Bring your digital camera, manual and charged battery. Tripods welcome but not necessary. Prerequisite: Operating Your Digital Camera.

XXZ-201 | \$65 (includes fees: \$55)

A3P Tue | March 8 & 15 | 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 | \$49 (includes fees: \$39)

A3 Sat | Feb. 12 | 9 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Walter Calahan

Creating Vision in Photography

Transform your photos! Express your ideas, interests and uniqueness through creative vision. Discuss and illustrate good composition, critically examine photographs, explore the elements of a photographer's toolbox and examine different exercises to stimulate creativity.

PHO-006 | \$79 (includes fees: \$69)

A3 Wed | Jan. 26 – Feb. 9 | 7 – 9 p.m.
3 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 | \$49 (includes fees: \$39)

A4P Tue | April 5 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Walter Calahan

Nature and Wildlife Photography

Learn how to get the most from your equipment through demonstrations and class exercises in the field. Control light when photographing flowers, explore a polarizing filter and employ telephoto and wide angle lenses for the most dramatic impact. Expand your experience with wildlife photography. Second class at Hashawha Environmental Center. Third class at Piney Run Park. Be prepared to walk and carry your photographic equipment. Prerequisite: Crafting the Photograph.

PHO-001 | \$99 (includes fees: \$89)

A4PT April 30 – May 14 | 3 sessions
Sat | April 30 | 8:30 – 11:30 a.m.
Main Campus
Sat | May 7 | 8:30 – 11:30 a.m.
Hashawha Environmental Center
Sat | May 14 | 8:30 – 11:30 a.m.
Piney Run Park
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 | \$49 (includes fees: \$39)

A3P Tue | Jan. 4 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

Understanding Your Canon Camera

Learn the features and functions of your Canon camera including displays, menus, buttons and dials. Learn to navigate menus, customize your camera and fine-tune exposure controls to create wonderful photos. Bring your camera, user's manual, formatted memory card and a charged battery to class. For Canon cameras only. Prerequisite: Operating your Digital Camera

PHO-007 | \$49 (includes fees: \$39)

A3 Wed | Jan. 19 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Aerobic Dancing

Offers a progressive multi-level course professionally choreographed for the non-dancer by Jackie Sorenson. Exercise at your own level (walk, jog or run) as you firm and tone muscles, strengthen your cardiovascular system, burn calories, reduce stress and socialize with friends. Programs are medically tested for your safety.

XXQ-979 | \$126 (includes fees: \$116)

A3 Mon, Wed | Jan. 3 – April 13* | 6 – 7 p.m.
27 sessions | Main Campus
Instructor: Nancy Brett
*No class 1/17, 3/21, 3/23

Gentle Yoga

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

XXZ-862 | \$97 (includes fees: \$87)

A3 Sat | Jan. 8 – Feb. 19* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
**No class 1/15*

B3 Sat | Feb. 26 – April 16* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
**No class 3/26, 4/9*

Mind-Body Medicine: Tapping Into the Unconscious

Learn evidence-based healing therapies to promote optimal health in this powerful workshop which is based on the model developed by The Center for Mind-Body Medicine. Allow your unconscious mind to communicate and inspire your conscious mind using breathing, drawing, imagery and dialogue with emotion. These skills can help reduce stress and bring clarity and balance to your life.

PDE-122 | \$45 (includes fees: \$35)

A3 Mon | Feb. 7 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Susan McFadden

Intro to Pickleball

Come play Pickleball! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

XHW-001 | \$55 (includes fees: \$45)

A3 Fri | Jan. 7 – Feb. 4 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball II

Can't get enough Pickleball? Continue the excitement from Intro to Pickleball. Sharpen your skills, meet new players and have fun! Open to beginner and intermediate players who want more competitive play time.

XHW-006 | \$55 (includes fees: \$45)

A3 Fri | Feb. 25 – April 1* | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood
**No class 3/25*

Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

XHW-020 | \$55 (includes fees: \$45)

A4 Fri | April 15 – May 13 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

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.

4 Sessions

XXZ-155 | \$50 (includes fees: \$40)

A3 Thu | Jan. 6 – 27 | 7:15 – 8:15 p.m.
4 sessions | Main Campus
Instructor: William Whitenton

8 Sessions

XXZ-155 | \$89 (includes fees: \$79)

B3 Thu | Feb. 10 – April 7* | 7:15 – 8:15 p.m.
8 sessions | Main Campus
Instructor: Linda Albright
**No class 3/24*

A4 Thu | April 14 – June 2 | 7:15 – 8:15 p.m.
8 sessions | Main Campus
Instructor: Linda Albright



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.

4 Sessions

XXZ-156 | \$50 (includes fees: \$40)

A3P Thu | Jan. 6 – 27 | 7:30 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Jerry Diamond

8 Sessions

XXZ-156 | \$89 (includes fees: \$79)

B3P Thu | Feb. 10 – April 7* | 7:30 – 8:30 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond
*No class 3/24

A4P Thu | April 14 – June 2 | 7:30 – 8:30 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

Water Fitness

Enjoy the benefits of reduced impact and added resistance with water-based exercise. This is a cardiovascular and muscle conditioning workout that's done in the pool and is easily adapted to all fitness levels. Note: Pool class schedules subject to change without notice.

26 Sessions

XXZ-299 | \$140 (includes fees: \$130)

A3M Mon, Wed | Jan. 3 – March 30 | 7 – 7:45 p.m.
26 sessions | YMCA

25 Sessions

XXZ-299 | \$135 (includes fees: \$125)

A4M Mon, Wed | April 4 – June 29* | 7 – 7:45 p.m.
25 sessions | YMCA
*No class 5/30

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.

NEW! Introduction to Birdwatching in Carroll County

Birding is a great skill and a fun hobby. Find out what you can do at home to help the birds and become a Citizen Scientist! Help other amateur birdwatchers, professional scientist and the birds. Learn the basics from a passionate instructor and discover the amazing birds here in Carroll County! Spend the first class in the classroom learning the ropes and downloading the optional apps. Second class meets outside on the campus of Carroll Community College. Go birding as a group with your expert instructor right in our own backyard.

ADV-021 | \$88 (includes fees: \$78)

A3T March 31 – April 9 | 2 sessions
Thu | March 31 | 7 – 9 p.m.
Main Campus
Sat | April 9 | 7:30 – 10:30 a.m.
Field Trip
Instructor: Sue Muller

Hiking, Your New Adventure!

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

ADV-013 | \$45 (includes fees: \$35)

A3T Sat | Jan. 8 | 9 a.m. – 12 p.m.
1 session | Piney Run Park
Instructor: Bud Grace

B3T Sat | Feb. 12 | 9 a.m. – 12 p.m.
1 session | Union Mills Trail
Instructor: Bud Grace

C3T Sat | March 19 | 9 a.m. – 12 p.m.
1 session | The Manor Trail
Instructor: Bud Grace

A4T Sat | April 2 | 9 a.m. – 12 p.m.
1 session | Number Nine - Trolley Line Rail Trail
Instructor: Bud Grace

Geology Hikes

The natural scenery of the Northeast and Mid-Atlantic reveals a dramatic geological history. The geology hikes provide students with an overview of various areas in Maryland.

ADV-003 | \$45 (includes fees: \$35)

A3T Sat | Jan. 22 | 9 a.m. – 12 p.m.
1 session | Soldiers Delight/Mineral Hill, Carroll County
Instructor: Eric Dougherty

B3T Sat | Feb. 19 | 9 a.m. – 12 p.m.
1 session | Patapsco State Park, Daniels Area
Instructor: Eric Dougherty

C3T Sat | March 12 | 9 a.m. – 12 p.m.
1 session | Seneca Quarry and C&O – Seneca, Montgomery County
Instructor: Eric Dougherty

Mindful Hiking

Mindful hiking is about intentionally taking the time to stop and engage the senses as a way of fully experiencing nature. It calms us and deepens our connection to the natural world while also relaxing the mind and body. Participants are encouraged to bring a small notebook and pen if they would like to jot down their observations.

ADV-005 | \$45 (includes fees: \$35)

A3T Sat | Feb. 26 | 9 a.m. – 12 p.m.
1 session | Appalachian Trail/Turner's Gap
Instructor: Charissa Hipp

Plant Discovery Hikes

Journey with us to learn more about the natural world. Identify native plants and recognize the unique biology found in our area in an easy-to-moderate meandering hike. Discuss how plants grow and propagate in the wild. Experiment with the nomenclature botanists use and understand why plants change colors.

ADV-008 | \$45 (includes fees: \$35)

A4T Sat | April 16 | 9 a.m. – 12 p.m.
1 session | Catocin Mountain Park
Instructor: Mark Dougherty

WRITING

NEW! Clear Writing 101

Sometimes what you think and what you write just don't match. Your points are clear in thought, but a muddled mess when they hit the page. Learn to love the first free-for-all drafting stage and then the joy of editing for clarity. This course teaches new and seasoned writers how to unfold information, trim the fat and select the perfect words. Whether it's a business letter or a creative piece, readers will hang on to the last echoing words.

PWL-032 | \$49 (includes fees: \$39)

A3 Thu | Feb. 10 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Lisa Breslin

NEW! I Want to Be a Writer But I Don't Like to Write

Even the most acclaimed writers confess that there are parts of writing they loathe. If you've got the writing itch, or your muse is begging you to "just start!," this class is a start. Discover the writing woes and humor of famous authors, and learn tricks and tips that make writing fun. And, when you are ready, find ways to share your creations.

PWL-033 | \$49 (includes fees: \$39)

A3 Thu | March 10 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Lisa Breslin

Explore Non-Fiction Writing Genres Suite

Explore Non-Fiction Writing teaches the best ways to tell a non-fiction story. Write and Publish Your Non-Fiction Book focuses on planning, researching, writing and editing a general non-fiction book. Write Your Life Story explores the art of memoir. The Craft of Magazine Writing teaches students how to research, write and pitch their work to magazines. Travel Writing teaches students how to translate their travel experiences into publishable articles and books.

PWL-020 | \$385 (includes fees: \$275)

D2 Online Dec. 15 – April 22

Introduction to Screenwriting

Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to create a script that can sell. Learn how to develop that tiny spark into a story, and finally how to structure it into a screenplay. Learn how to create characters audiences will believe and how to write dialogue that will bring them to life. You'll get an inside look into the business of selling your script and building your career as a writer. You'll find out about agents and producers, contests and consultants, studios and scam artists. When you finish the course, you'll be ready to start writing your own script, and you'll know how to sell it once it's done!

PWL-389 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

The Keys to Effective Editing

If you aspire to be an editor, this copy editing course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see.

PWL-291 | \$129 (includes fees: \$105)

D2 Online Dec. 15 – Jan. 21

A3 Online Jan. 12 – Feb. 18

B3 Online Feb. 9 – March 18

C3 Online March 16 – April 22

A4 Online April 13 – May 20

This Summer,
Kids@Carroll
is gonna be
HOT!

June 27 – Aug. 19, 2022

Over 100 full and half day camps to mix & match a great summer enrichment adventure for ages 5 – 15.

Look for more details online in February.

CAN'T WAIT FOR SUMMER?

For more fun events, visit carrollcc.edu/summerkids or KidsatCarroll on Facebook.

SUMMER!
KIDS @
CARROLL
+ TEEN COLLEGE



Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce

certificate program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such



as author, title, edition, ISBN, etc. for each 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:

Winter Recess: Dec. 20 – Jan. 2
 Martin Luther King, Jr. Holiday: Jan. 15 – 17
 Spring Recess: March 20 – 27

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 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

- Kelly M. Frager, *Chairperson*
- Mary Kay Nevius-Maurer, *Vice Chairperson*
- David S. Bollinger
- Sherri-Le W. Bream
- Diane A. Foster
- Dennis J. Hoover
- David P. O’Callaghan

Dr. James D. Ball, *Secretary/Treasurer*
 County Commissioner, *Ex-officio*

Dr. James D. Ball, *President of the College*

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

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

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. citizen | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) | Preferred Pronouns: | 2. Race, select one or more of the following categories: |
| <input type="checkbox"/> I am a Carroll County resident (deduct \$10 per course) | <input type="checkbox"/> She: She/Her/Hers | <input type="checkbox"/> White |
| <input type="checkbox"/> I am a Non-Carroll County Maryland resident (deduct \$5 per course) | <input type="checkbox"/> He: He/Him/His | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) | <input type="checkbox"/> Ze: Ze/Hir/Hirs | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> They: They/Them/Their | <input type="checkbox"/> American Indian or Alaska Native |
| | <input type="checkbox"/> Name: Use my name as pronoun | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
- I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
 Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost

Mail completed registration form and check or money order for full amount to: **Deduct In-County/In-State Fees** _____
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157 **Total Cost** _____

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.

► **Signature (required)** _____

For Office Use Only: Rec by _____ Processor _____ Date _____ Phone Mail Walk-In Fax

If paying with a credit card, register online at www.carrollcc.edu/CETRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Tuition \$200 or more?
 Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

Charge to my:    

Credit Card Number _____ CID# _____

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

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

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

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. citizen | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) | Preferred Pronouns: | 2. Race, select one or more of the following categories: |
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| | <input type="checkbox"/> Name: Use my name as pronoun | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
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Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157 **Total Cost** _____

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Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____



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Including All Children and the ADA	50				
InDesign Level 1.....	30				



PC Troubleshooting, Introduction to	29	Registered Behavior Technician Training I	34	The Keys to Effective Editing	73
Personal Fitness Trainer (Certificate)	6	Registered Behavior Technician Training II	34	The Life of the Common Soldier in the Civil War	63
Pharmacology	45	Resources That Guide Daily Planning	51	The Neurobiology of Trauma and Trauma Specific Interventions - Essentials for Clinicians.....	34
Pharmacy Technician (Certificate).....	7	RN Case Manager/Delegating Nurse in Assisted Living	46	The Peninsula Campaign of 1862	62
Pharmacy Technician Training I	40	Rock N' Roll Ensemble	68	The Politics of Education.....	63
Pharmacy Technician Training II	40	Rock N' Roll Ensemble, Advanced	68	The Self-Aware Leader	25
Philosophy, Introduction to	63	Safety Inspections.....	49	Throwing on the Potter's Wheel, Intermediate...60	
Phlebotomy for Health Careers	45	SAT/ACT Prep Series	53	Throwing on the Potter's Wheel, Intro to	60
Phlebotomy Technician (Certificate).....	7	Screenwriting, Introduction to.....	73	Truck Driver (Workforce Training Certificate).....	11
Phlebotomy Technician Training I: Theory	42	SIDS	51	Turning Incivility into a Respectful, Thriving Work Culture	25
Phlebotomy Technician Training II: Clinical.....	42	Small Business Marketing on a Shoestring	21	UAS (Drone) Advanced Flight School.....	32
Phlebotomy Technician Training III: Clinical.....	42	Small Business Marketing Workshop	18	UAS (Drone) FAA Remote Pilot (Exam Prep).....	12
Photography.....	69	Social Media Analytics: Measuring and Assessing Metrics and ROI	22	UAS (Drone) FAA Remote Pilot Certification Prep	32
Photoshop Level 1.....	29	Social Media Content Creation	19	UAS (Drone) Flight School.....	31
Photoshop Level 2.....	29	Social Media Strategies and Tactics	22	UAS (Drone) Ground School	31
Piano Class for Adults - Beginner I	67	Social Media Strategies and Tactics	22	UAS (Drone) Pilot Capstone	32
Piano Class for Adults - Continuing II	68	Social Psychology.....	63	UAS (Drone) Technology, Introduction to.....	31
Piano Class for Adults: Accelerated Beginner.....	68	Spanish for Dentists and Dental Hygienists	37	Understanding Accounting and Financial Statements	18
Pickleball II.....	71	Spanish for Healthcare	38	Understanding Business Insurance	18
Pickleball III.....	71	Spanish for Healthcare	38	Understanding the Human Resource Function	21
Pickleball, Intro to.....	71	Spanish for Social Services	35	Understanding Your Canon Camera.....	70
Plant Discovery Hikes.....	72	Spanish, Conversational.....	65	Veterinary Assistant (Certificate).....	4
Positive Child Guidance and Discipline	50	Stained Glass Alley Cats.....	60	Victim Advocacy Certificate Course	52
PowerPoint Level 1	28	Stained Glass Patchwork Heart	60	Vocal Chamber Ensemble	68
Pre-Diploma	55	Start & Operate Your Own Home Based Business	21	Wall Pocket Planter.....	60
Pre-GED®	55	Sterile Processing Technician (Certificate).....	8	Water Fitness	72
Premiere Level 1: Introduction to Digital Video Editing	30	Sterile Processing Technician Training Fundamentals	43	Website Development	20
Premiere Level 2: Advanced Digital Video Editing	30	Stocks, Bonds, and Investing: Oh My!	65	Welder/Advanced Welding (Certificate).....	10
Professional Development	26	Studio Art: Drawing and Painting	59	Welding 2, Advanced.....	16
Professional in Human Resources (PHR) Exam Prep (Exam Prep).....	13	Studio Ceramics.....	60	Welding, Advanced.....	16
Professional Preparation for Medical Assistants	43	Summer! Kids@Carroll + Teen College.....	73	Welding, Basic	16
Professional Preparation in Healthcare	38	Supporting Children with Disabilities	51	Wellness & Outdoor Adventure.....	70
Promoting Racial Equity and Justice at Work	24	SWOT Analysis Workshop - Identify Your Business's Strengths, Weaknesses, Opportunities and Threats	18	Why Eat Plant-Based Meals?	61
ProRider Advanced Motorcycle Skills Training.....	66	Tai Chi, Fundamentals of.....	71	Word Level 1.....	27
Pyramid Model for Social and Emotional Competence - Preschool	51	Tai Chi: Intermediate/Advanced.....	72	Word Level 2	27
Python 3 Programming, Introduction to.....	30	Taking Learning Outside	51	Word Level 3	27
QuickBooks Pro Certified User Exam Prep	28	Taste of Ireland.....	61	Workforce Training Certificates for Career Advancement.....	11
QuickBooks Pro Level 1.....	28	Team Safety	49	Workforce Training Certificates for Career Entry	4
QuickBooks Pro Level 2	28	The Art of Stained Glass I.....	60	Writing.....	73
QuickBooks Pro Specialist (Certificate).....	12	The Assassination of Abraham Lincoln.....	63	Yoga, Gentle	71
QuickBooks Pro Specialist Certification Preparation (Exam Prep).....	14	The Atlanta Campaign.....	62	Youth Mental Health First Aid	34
Radiation Safety Update	37	The Complete Project Manager with CAPM and PMP Prep	26		
Ranking America's Presidents: Game or History?	62	The Frugal Retiree: Explore Travel Options.....	65		
Ready, Set, Go!	17	The Frugal Retiree: Having the Retired Life You Dreamed About.....	64		
Real Estate Sales Agent (Certificate).....	9	The Grit Plan for Women in the Workplace: How to Build Grit in Yourself and Others	24		
Real Estate.....	26				
Registered Behavior Technician (Certificate).....	8				

Carroll Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267-284-5000), www.msche.org. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).



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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 – Thursday | 8:30 a.m. – 6 p.m.
Friday | 8:30 a.m. – 4 p.m.

1. ONLINE

Register online 24/7 at www.carrollcc.edu/CETRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

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

4. FAX

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

5. TELEPHONE

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

NUMBERS TO KNOW

Admissions for Degree Programs
410-386-8430

Advising/Transfer for Degree Programs
410-386-8435

Career Services
410-386-8523

Cashier's Office
410-386-8040

Disabilities
410-386-8329

General College Information
410-386-8000

Records/Registration for Degree Programs
410-386-8440

Carroll Student Spotlight



Making Career Connections

“ This was a third career change for me, so I knew how daunting it can be to step out of a comfort zone. I had UAV (Unmanned Aerial Vehicle) experience at a previous job, but it was 10 years ago. The instructors at Carroll provided the material and context needed to get current with today’s aircraft, what’s needed to fly commercially and succeed. They provided hands-on training, were excellent morale officers while simultaneously keeping my expectations anchored to what’s realistic. This wasn’t just a course; for me it was that AND about networking with enthusiasts and professionals. We’re only at the cusp of what this industry can be. It’s a great time to be involved and Carroll shares that vision.”

George Colonna
FAA Part 107 Workforce Certification completer