

WORK

HOME

SELF

BALANCE

Workforce, Business & Community Education
Winter – Spring 2026 Class Schedule

Built with **Grit**
and **Grace**

Read April's story
on page 19.

*Something
for everyone!*



Ratcliffe Works: Building Skills, Creating Futures

Top Trades Training

Are you ready to unlock opportunities for a better job and a better life for you & your family?

Through **Ratcliffe Works**, Carroll Community College is now offering fully funded programs that cover up to 100% of tuition, fees, and certification testing—so there's no financial barrier to advancing your career!

Plus, you may qualify for monetary stipends and free toolkits to help you succeed from day one.

RECEIVE HANDS-ON TRAINING FOR SUCH HIGH-DEMAND SKILLS AS:

- **Automotive Technician***
PROGRAM LENGTH: 7 – 8 MONTHS
- **CDL-A (Truck Driver)**
PROGRAM LENGTH: 8 WEEKS
- **Electronic Assembler**
PROGRAM LENGTH: 1 WEEK
- **Hybrid/Electric Vehicle Technician***
COMING SOON
PROGRAM LENGTH: 2 – 3 MONTHS
- **Pathways to Entrepreneurship**
PROGRAM LENGTH: 10 WEEKS
- **Pet Grooming**
COMING SOON
PROGRAM LENGTH: 10 WEEKS
- **Plumbing Apprenticeship**
PROGRAM LENGTH: 4 YEARS
- **Welding**
PROGRAM LENGTH: 6 MONTHS

Don't miss this chance to take the first step toward a new career and a brighter future!

*This project is funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.



RATCLIFFE WORKS
Carroll Community College



Scan for more info & upcoming courses

043-15-25 0525

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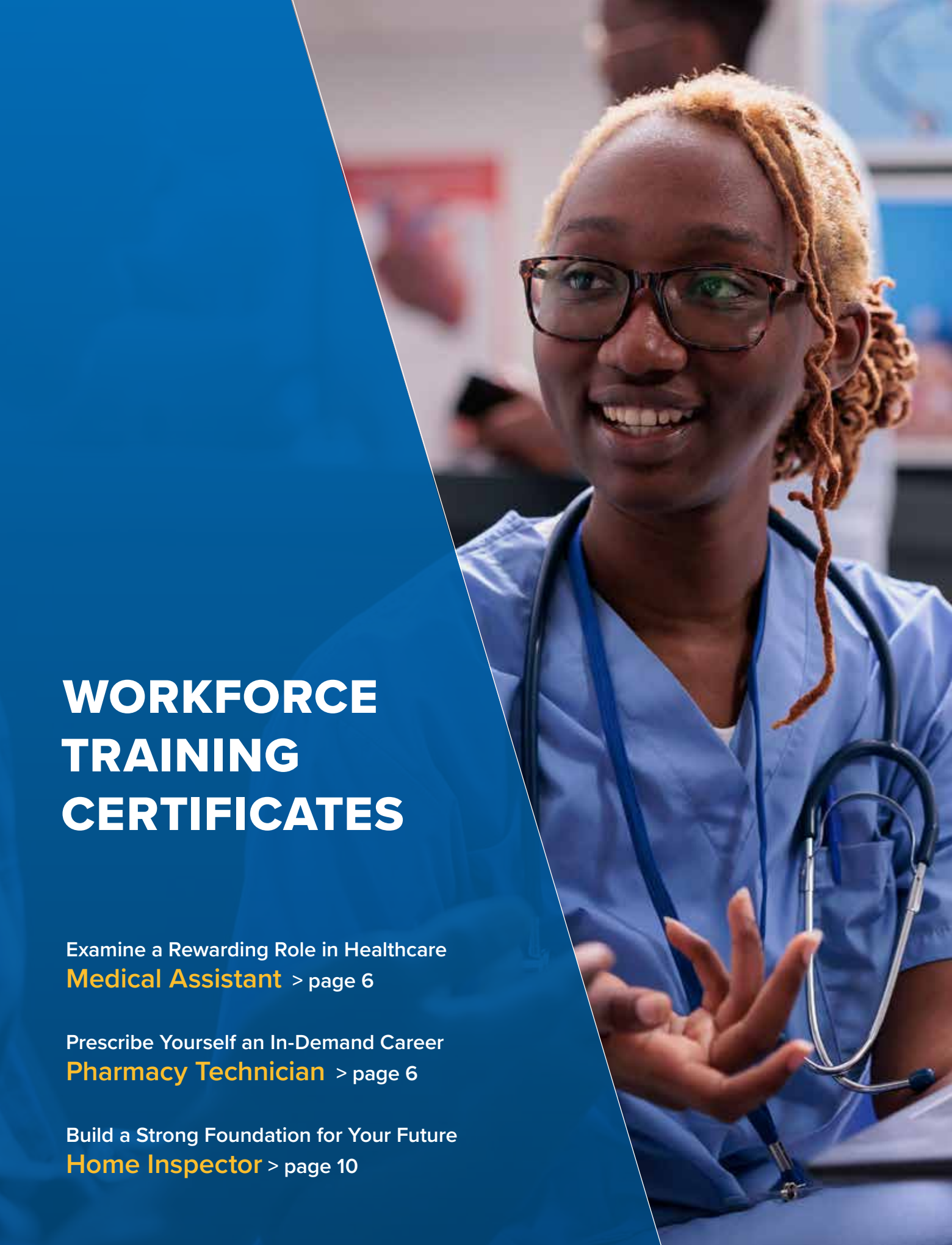
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Records/Registration for Degree Programs	410-386-8440

A young Black woman with blonde dreadlocks, wearing glasses and a blue medical scrub top with a stethoscope, is smiling and gesturing with her hands. The background is a blurred clinical setting. A large blue diagonal shape covers the left side of the image, containing white and yellow text.

WORKFORCE TRAINING CERTIFICATES

Examine a Rewarding Role in Healthcare
Medical Assistant > page 6

Prescribe Yourself an In-Demand Career
Pharmacy Technician > page 6

Build a Strong Foundation for Your Future
Home Inspector > page 10

CAREER HERE!

Workforce Training Certificates

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

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

Why earn your Workforce Training Certificate from Carroll?

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

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

See the Course Index (pages 55 – 56) 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.

Affordable Payment Plan

Tuition \$200 or more? Pay in installments!

Visit www.carrollcc.edu/tuitionassistance.



Show It Off.

Level up your career with a Digital Badge & get noticed today!

Share your new skills across:

- LinkedIn
- Facebook
- X (formerly Twitter)
- Résumés
- Portfolios
- And more!

Complete a Workforce Training Certificate and in partnership with Credly you can:

- Prove your expertise to employers
- Explore job opportunities
- Access labor market insights

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

REGISTER NOW

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

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

Financial Assistance for Workforce Training Certificates

**Scholarships
and stipends
are available!**

ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

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



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

BUSINESS & ENTREPRENEURSHIP

Pathways to Entrepreneurship



Prepare for your venture into entrepreneurship. Learn core competencies in business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. One-on-one consultation with your local Small Business Development Center (SBDC) included and required to sit for the Entrepreneurship and Small Business Certification exam.

Courses

SBD-009 Pathways to Entrepreneurship

Approximate Length

78 hours/8 weeks
plus additional
consultation hours

Approximate Training Cost

\$1,129 | Financial assistance available;
up to 100% of tuition covered

Licensure/Certification Earned

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

Schedule

Offered January, April, July and October. All online.

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 Length

60 hours/3 months

Approximate Training Cost

\$829

Licensure/Certification Earned

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

Schedule

Offered Fall and Spring, weekday evening classes

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE JOB FAIR

TUESDAY, MARCH 10, 2-4 p.m.

LOOKING FOR A JOB?

Connect with hiring professionals
and explore employment
opportunities in a variety of
in-demand industries!

www.carrollcc.edu/careerfair

REGISTER NOW

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

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
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HEALTHCARE & MEDICAL

Certified Health Coach

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

Courses

AHE-392 Certified Health Coach

Approximate Length

45 hours/2 – 3 months

Approximate Training Cost

\$584

Licensure/

Certification Earned

Students are prepared to take the American Council on Exercise Certified Health Coach Exam.

Schedule

Offered in the Fall; Hybrid/Online and In person Monday evenings



CNA

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

Prerequisites

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

Courses

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

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

Approximate Length

132 hours/2 – 3 months (excluding prerequisites)

Approximate Training Cost

\$2,178 (excluding prerequisites)

Licensure/

Certification Earned

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

Schedule

Offered 3 times a year; Fall and Spring (weekday evenings); Summer (daytime)



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 Length

90 hours/3 months (excluding prerequisites)

Approximate Training Cost

\$1,970 (excluding prerequisites)

Licensure/

Certification Earned

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

Schedule

Offered Fall and Winter; weekday evening classes



REGISTER NOW

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

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

Emergency Medical Technician (EMT)

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

Courses

- AHE-373 Emergency Medical Technician 1
- AHE-402 Emergency Medical Technician 2

Approximate Length

174 hours/5 months

Approximate Training Cost

\$1,563

Licensure/

Certification Earned

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

Schedule

Offered in the Fall; classes on weekday evenings and Saturdays



Medical Assistant

A certified clinical medical assistant is an unlicensed multi-skilled health care practitioner competent in a variety of clinical and laboratory procedures and administrative roles. Medical assistants perform routine administrative and clinical tasks to support patients, RNs and physicians in a healthcare setting.

Courses

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

Approximate Length

451 hours/6 months

Approximate Training Cost

\$5,433

Licensure/Certification Earned

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

Schedule

Offered Fall & Spring; Hybrid/Online and In person Wednesday evenings



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 Length

105 hours/3 months (excluding prerequisites)

Approximate Training Cost

\$1,566 (excluding prerequisites)

Licensure/

Certification Earned

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

Schedule

Offered Fall and Spring; weekday evening classes



REGISTER NOW

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

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

Phlebotomy Technician



Phlebotomy 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 Length

168 hours/3 months (excluding prerequisites)

Approximate Training Cost

\$2,425 (excluding prerequisites)

Licensure/

Certification Earned

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

Schedule

Offered Fall and Spring; classroom portion on weekday evenings; clinicals Monday – Friday

Registered Behavior Technician



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

Courses

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

Approximate Length

40 hours/2 months

Approximate Training Cost

\$590

Licensure/

Certification Earned

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

Schedule

Offered Fall, Spring, and Summer; all classes online on weekday evenings

**TUITION \$200
OR MORE?**

Pay in installments!

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

**GET HELP
PAYING FOR
CAREER TRAINING**

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

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

075-02-24-1023

REGISTER NOW

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

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

Special Police Officer

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

all state-mandated learning objectives before their employer can apply for a commission on their behalf.

Courses:
LAW-026

Approximate Length:
88 hours/11 days

Approximate Training Cost:
\$860

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

Schedule
Offered Fall and Spring; weekday daytime classes



SKILLED TRADE & TECHNICAL

Assembler: Electronic

Step into the fast-paced world of manufacturing and electronics. Get hands-on training in electronic assembly with a combination of theory and real-world practice. Learn schematic reading, soldering techniques, circuit board handling, and prepare for the IPC J-STD-001 certification—the industry benchmark for electronic assembly.

Courses
VOC-808 Electrical Assembler

Approximate Length:
32 hours/1 week

Approximate Training Cost
\$2,134 | Financial assistance available; up to 100% of tuition covered

Licensure/Certification earned
Students who successfully complete the program will be prepared and sit for the IPC J-STD-001 certification, the industry

standard for soldering processes and materials used in electronic assemblies

Schedule
Offered a few times a year; weekday daytime classes



Assembler: Electronic & Mechanical

Broaden your skillset and boost your career potential in the fast-paced world of manufacturing and electronics. This hands-on training program goes beyond electronic assembly to include mechanical skills that make you more versatile and employable. Learn precision measurement, schematic reading, and the safe use of hand tools and basic machinery—all while mastering soldering techniques and circuit board handling. With a strong focus on safety, theory, and real-world practice, you'll also prepare for the IPC J-STD-001

certification—the industry benchmark for electronic assembly. Add valuable tools to your professional toolkit and stand out in today's competitive job market.

Courses
MFG-026 Mechanical Assembler
VOC-808 Electrical Assembler

Approximate Length
52 hours/1 week

Approximate Training Cost
\$2459

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

Schedule
Offered a few times a year; class times vary



REGISTER NOW

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

Automotive Technician



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

Courses

- VOC-749 Introduction to Automotive Technician
- VOC-750 Automotive Electrical Systems
- VOC-751 Automotive Brake Systems
- VOC-752 Automotive Suspension and Steering Systems
- VOC-789 ASE Engine Performance

Approximate Number of Hours

168 hours/7 – 8 months

Approximate Training Cost

\$2,965
Financial assistance available;
up to 100% of tuition covered

Licensure/

Certification Earned

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

Schedule

Offered in the Fall; classes held 2 nights a week from 6 – 9 p.m.

Electrical Apprenticeship



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

Courses

- VOC-174 Electrical Apprenticeship Year 1: Part 1
- VOC-030 Electrical Apprenticeship Year 1: Part 2
- VOC-577 Electrical Apprenticeship Year 2: Part 1

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

Approximate Length

627 classroom hours / 8,000 on-the-job training hours (4 years)

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.**

Schedule

Offered in the Fall. Classes held twice a week in the evening

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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

075-02-24-1023

REGISTER NOW

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

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

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 Length

81 hours/3 months

**Approximate
Training Cost**
\$1,520

Licensure/ Certification Earned

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

Schedule

Offered Fall and Spring. Classes held twice a week in the evening



HVACR Apprenticeship

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

**For more information, call
410-431-8889.**

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 Length

630 classroom hours
(157 hours per year)

8,000 on-the-job
training hours (4 years)

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.

Schedule

Offered in the Fall. Class meets two evenings every week.



Hybrid/Electric Vehicle Technician

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

Courses

VOC-790 ASE Light Duty Hybrid/Electric

Approximate Length

51 hours/2 – 3 months

Approximate Training Cost

\$799

Financial assistance available;
up to 100% of tuition covered

Licensure/ Certification earned

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

Schedule

Coming Soon



Plumbing Apprenticeship

Licensed plumbers apply technical knowledge and skills to lay out, assemble, install and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, colling, drainage, lubricating, sprinkling and industrial processing systems in home and business environments.

**For more information, call
410-386-8092**

Courses

- VOC-834 Plumbing Apprenticeship Year 1 Part 1
- VOC-835 Plumbing Apprenticeship Year 1 Part 2

- VOC-836 Plumbing Apprenticeship Year 2 Part 1
- VOC-837 Plumbing Apprenticeship Year 2 Part 2
- VOC-838 Plumbing Apprenticeship Year 3 Part 1
- VOC-839 Plumbing Apprenticeship Year 3 Part 2
- VOC-840 Plumbing Apprenticeship Year 4 Part 1
- VOC-841 Plumbing Apprenticeship Year 4 Part 2

Approximate Length

630 classroom hours
8000 on-the-job training hours (4 years)

Approximate Training Cost

Varies Based on the agreement student has with his or her employer. Financial assistance available; up to 100% of tuition covered

Licensure/Certification Earned

Journey certification from the Maryland Department of Labor (DOL)

Schedule

Offered in the Fall; classes held 2 nights a week



Truck Driver – CDL-A

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

Courses

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

Approximate Length

280 hours/8 weeks

Approximate Training Cost

CDL-A: \$5,500 (plus applicable fees)
Financial assistance available;
up to 100% of tuition covered

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.

Schedule

Offered 4 times a year in Fall, Winter, Spring, and Summer; weekday daytime classes



Welder/Advanced Welder

Welders are in demand across industries like construction, manufacturing, and infrastructure. They help build essential structures—bridges, buildings, pipelines, and more. Using blueprints and symbols, welders apply hands-on skills and knowledge of metals to fuse parts together. Safety is key, so they wear protective gear and follow strict procedures. Welding offers a pathway to certifications that boost skills and job opportunities. If you enjoy working with your hands, solving problems, and building things that last, welding could

be a strong career choice with room to grow and specialize in areas like robotics, inspection, or underwater welding.

Courses

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

Approximate Length

120 hours/6 months

Approximate Training Cost

\$3,248 | Financial assistance available;
up to 100% of tuition covered

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.

Schedule

Offered Fall and Spring; weekday daytime classes



REGISTER NOW

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

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

SPECIALIZED TRAINING

Commercial UAS (Drone) Pilot

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

Courses

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

Approximate Length

95 hours/4 months

Approximate Training Cost

\$2,536

Licensure/

Certification Earned

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

Schedule

Offered Fall and Spring; classes daytime weekdays and Saturdays



Personal Fitness Trainer

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

Courses

VOC-746 ACE Personal Fitness Trainer

Approximate Length

42 hours/3 months

Approximate Training Cost

\$574

Licensure/

Certification Earned

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

Schedule

Offered Fall and Spring; weekday daytime classes



Veterinary Assistant

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

Courses

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

Approximate Length

149 hours/5 months

Approximate Training Cost

\$2,565

Licensure/Certification Earned

None

Schedule

Offered in the Fall starting in October; weekday daytime classes



TECHNOLOGY & DIGITAL

Digital Marketing Professional

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

Courses (in order)

MKT-012 Digital Marketing Planning & Strategizing

MKT-013 Digital Marketing Content Creation & Tactics

MKT-014 Digital Marketing Analytics

*This program includes synchronous and asynchronous learning.

Approximate Length

46 hours/3 – 4 months

Approximate Training

Cost

\$1,039

Licensure/

Certification Earned

None

Schedule

Offered Fall and Spring; all classes online on weekday evenings



QuickBooks Online Specialist

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

Courses

CMP-123 QuickBooks Online

Approximate Length

60 hours/4 months

Approximate Training Cost

\$681

Licensure/

Certification Earned

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

Schedule

Offered in the Fall; online



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001-15-23

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EXAM PREPARATION FOR INDUSTRY CREDENTIALS

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

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

DRONE

UAS (Drone) FAA Remote Pilot

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

Course

DRN-020 Commercial Remote Pilot Pt. 1

Approximate Length

20 hours

Approximate Training Cost

\$682

Licensure/Certification Earned

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

Schedule

Offered Fall and Spring



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 Length

12 hours

Approximate Training Cost

\$222

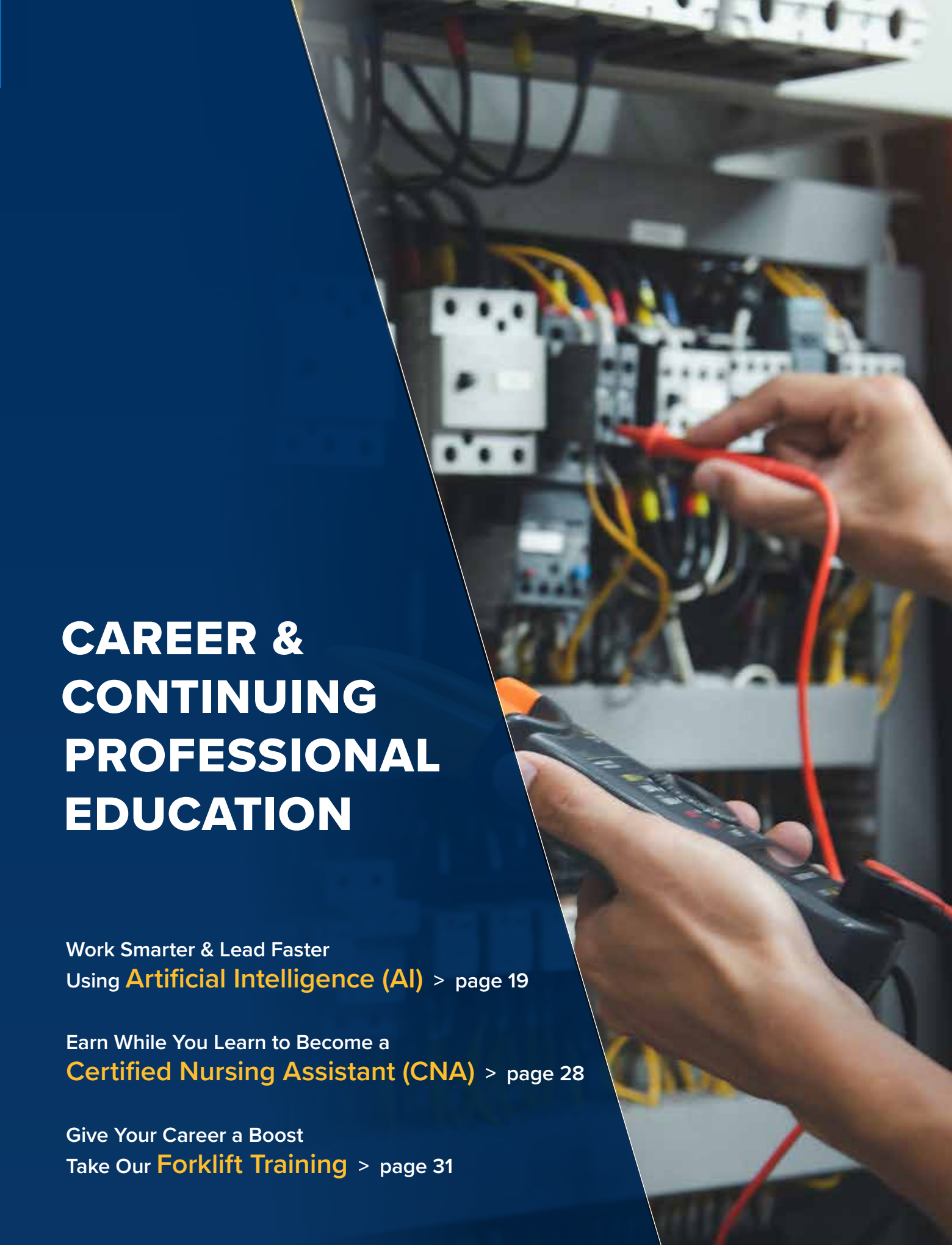
Licensure/ Certification Earned

Students are prepared to take the MHIC License exam.

Schedule

Offered Fall and Spring



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

CAREER & CONTINUING PROFESSIONAL EDUCATION

Work Smarter & Lead Faster
Using **Artificial Intelligence (AI)** > page 19

Earn While You Learn to Become a
Certified Nursing Assistant (CNA) > page 28

Give Your Career a Boost
Take Our **Forklift Training** > page 31

ADVANCED MANUFACTURING

Courses marked with ★ are part of a Workforce Training Certificate. See pages 3 – 14 for more info.

ASSEMBLY

Mechanical Assembler ★

Part of a Workforce Training Certificate; see page 3

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

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

A3 Tue, Thu | Jan. 20 – Feb. 12 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Melissa Messerschmidt

Electronic Assembler ★

Part of a Workforce Training Certificate; see page 3

Prepare for a rewarding career in the dynamic tech industry! Gain the fundamental skills and knowledge essential for success in electronic assembly and related industries. Explore the intricacies of soldering, master circuit board utilization, and hone mechanical assembly techniques using a variety of hand tools. Our well-rounded training program combines theory with practical hands-on experience, equipping you with the confidence to sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies. Elevate your career prospects and join the ranks of skilled professionals thriving in this dynamic field. Recommended prerequisite: Mechanical Assembler MFG-026

VOC-808 | \$2,134 (includes fees: \$1,835)

A3 Tue – Fri | Feb. 17 – 20
8:30 a.m. – 5:30 p.m.
4 sessions | Circuit Technology

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 | \$830 (includes fees: \$490)

B3 Tue, Thu | March 10 – April 16*
6 – 9:15 p.m.
10 sessions
Carroll County Career & Tech Center
Instructor: Harrison Wilt
*No class 4/2, 4/7

Advanced Welding ★

Part of a Workforce Training Certificate; see page 3

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

VOC-467 | \$1,084 (includes fees: \$684)

A3P Mon, Wed | Jan. 5 – March 2*
6 – 9:15 p.m.
15 sessions
Carroll County Career & Tech Center
Instructor: Aaron Gilmore
*No class 1/19, 2/16

A4P Tue, Thu | April 21 – June 9 | 6 – 9:15 p.m.
15 sessions
Carroll County Career & Tech Center
Instructor: Harrison Wilt

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 | \$1,334 (includes fees: \$934)

A4P Mon, Wed | March 16 – May 6*
6 – 9:15 p.m.
15 sessions
Carroll County Career & Tech Center
Instructor: Michael Schweinsberg
*No class 4/6

BUSINESS

Courses marked with ★ are part of a Workforce Training Certificate. See pages 3 – 14 for more info.

ENTREPRENEURSHIP

Pathways to Entrepreneurship ★

Part of a Workforce Training Certificate; see page 3

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

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

A3 Online Jan. 12 – March 13

A4 Online April 13 – June 12

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CONFIDENTIAL 1 ON 1 CLASSES & WORKSHOPS

Business Solutions offers personalized instruction tailored to your needs. These essential classes are offered 1 on 1 to ensure client confidentiality. Dates, times and locations (online or in person) will be scheduled as requested by the client. Contact 410-386-8095 or email BusinessSolutions@carrollcc.edu to get started.

And Away We Grow: Business Essentials

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

MSB-159 | \$278 (includes fees: \$249)

And Away We Grow: Marketing

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

MSB-160 | \$278 (includes fees: \$249)

Blogging Workshop

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

MSB-068 | \$361 (includes fees: \$331)

Customized Business Development

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

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

How to Maximize the Value of Your Business

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

MSB-090 | \$278 (includes fees: \$249)

How to Pitch Your Business

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

MSB-157 | \$278 (includes fees: \$249)

How to Start and Market Your Business Online

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

MSB-161 | \$278 (includes fees: \$249)



Scholarship Fund



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

Eligibility:

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

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

For complete details and to apply, visit
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001-15-25-0624 MIL

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Leadership Peer Advisory Group (LPAG)

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

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

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

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

—Andrea Berstler
Executive Director, CCPL

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

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



121-08-23-0223 CAR

Increasing Sales Through Business and Social Networking

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

MSB-086 | \$278 (includes fees: \$249)

Raising Money Through Crowd Funding

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

MSB-091 | \$278 (includes fees: \$249)

Small Business Marketing Workshop

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

MSB-069 | \$278 (includes fees: \$249)

Social Media Content Creation

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

MSB-080 | \$278 (includes fees: \$249)

Understanding Accounting and Financial Statements

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

MSB-121 | \$306 (includes fees: \$276)

Understanding Business Insurance

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

MSB-072 | \$278 (includes fees: \$249)

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Maryland senior adults pay **fees only**.

Website Development

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

MSB-082 | \$278 (includes fees: \$249)

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 | \$1,520 (includes fees: \$865) plus text

A3B Mon, Wed | Jan. 12 – April 22* | 6 – 9:15 p.m.
27 sessions | Main Campus
Instructor: Christopher Gotsch
*No class 1/19, 3/23, 3/25

Maryland Real Estate Principles & Practices ★

Part of a Workforce Training Certificate; see page 3

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

REA-266 | \$945 (includes fees: \$695)

A3 Tue, Thu | Feb. 24 – May 7* | 6 – 9:15 p.m.
20 sessions | Main Campus
Instructor: Stanley Dill
*No class 3/24, 3/26

COMPUTERS & TECHNOLOGY

Courses marked with ★ are part of a Workforce Training Certificate. See pages 3 – 14 for more info.

COMPUTER APPLICATIONS

Microsoft 365 Cloud Management

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

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

A4B Mon, Wed | March 30 – April 13
6:30 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Jessica Prejean

Microsoft Office Skills: Building a Strong Foundation

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

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

A3 Mon, Wed | March 2 – 16 | 6:30 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Jessica Prejean

ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) Foundations for Beginners (Level 1)

This entry-level continuing education course is designed for small business owners, administrators, project managers, and other professionals who want to work smarter in a fast-moving, resource-limited world. No prior experience with artificial intelligence is required. Through guided instruction, peer collaboration, and hands-on activities, participants will explore the core principles, ethical considerations, and practical applications of AI across a range of industries and roles. Whether you're looking to automate tasks, streamline communication, or enhance decision-making, this course will help you build the skills and confidence to integrate AI tools into your day-to-day work. Participants will earn the Level 1: AI Business Professional Certification from Quantum Leap Academy, and leave with a foundational understanding of how AI can be used to boost productivity, support strategic goals, and drive innovation. No tech background needed.

CMP-125 | \$110 (includes fees: \$90)

A3 Fri | Jan. 9 | 8:30 a.m. – 4:30 p.m.
1 session | Main Campus

B3 Wed | Feb. 4 | 8:30 a.m. – 4:30 p.m.
1 session | Main Campus

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Maryland senior adults pay **fees only**.

A New Beginning Built with Grit and Grace

At the end of 2023, I found myself at a turning point. Pregnant and looking for a career path beyond bartending and real estate, I wanted something sustainable that aligned with my passion for creativity and social media. That's when I discovered Carroll County's best-kept secret, Workforce, Business & Community Education at Carroll Community College, and enrolled in the Digital Marketing program in the spring of 2025.

Even while seven months pregnant, I was determined to make a change. The flexibility of night classes made it possible to balance being a new single mom with pursuing a new career. In class, I was able to channel my past experiences into real projects by building websites, creating content for local businesses, and exploring branding in a new light. What made the biggest impact were the skills I gained, such as learning to shape brand voice, harness SEO, and use analytics to follow trends strategically. These tools gave me the confidence to launch my own marketing brand, Grit and Grace Co., where I now showcase my portfolio and work as a freelance professional.

This program gave me more than just skills. It gave me a community. Katie, my instructor, not only guided us with patience and real-world knowledge but also connected me to opportunities beyond the classroom. The smaller class size made it personal, supportive, and empowering, and I left feeling like I had found my "village." This program didn't just teach me digital marketing; it gave me the foundation and the courage to build a new future for myself and my family.

April Zeller

DIGITAL AND SOCIAL MEDIA
COMPLETER

Learn about the Digital
Marketing Professional
Workforce Training
Certificate on page 14.



082-11-26

DIGITAL AND SOCIAL MEDIA

Digital Marketing Planning and Strategizing ✨

Part of a Workforce Training Certificate; see page 3

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

MKT-012 | \$275 (includes fees: \$125)
Hybrid (online with 4 instructor-led sessions)

A3 Jan. 26 – Feb. 4 | 4 sessions

Mon, Wed | Jan. 26 – Feb. 4 | 7:30 – 9 p.m.

Online/Instructor led

Jan. 27 – Feb. 3 | Online 24/7

Instructor: Katie Marinello

Digital Marketing Content Creation And Tactics ✨

Part of a Workforce Training Certificate; see page 3

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

MKT-013 | \$489 (includes fees: \$199)
Hybrid (online with 6 instructor-led sessions)

A3P Feb. 11 – March 18 | 6 sessions

Wed | Feb. 11 – March 18 | 7 – 9 p.m.

Online/Instructor led

Feb. 12 – March 17 | Online 24/7

Instructor: Katie Marinello

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

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

MKT-014 | \$275 (includes fees: \$125)

Hybrid (online with 5 instructor-led sessions)**A3P** March 30 – April 13 | 5 sessionsMon, Wed | March 30 – April 13 | 7:30 – 9 p.m.
Online/Instructor led

March 31 – April 12 | Online 24/7

Instructor: Katie Marinello

DRONES (UAS)**Commercial Remote Pilot Pt. 1** ★*Part of a Workforce Training Certificate; see page 3*

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

DRN-020 | \$682 (includes fees: \$482)

A3 Tue, Thu | Feb. 3 – 26 | 6:30 – 9 p.m.

8 sessions | Main Campus

Instructor: Geoffrey Voigt

Commercial Remote Pilot Pt. 2 ★*Part of a Workforce Training Certificate; see page 3*

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

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

A3P March 3 – 19 | 8 sessions

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

Tue | March 3 – 17 | 6:30 – 9 p.m.

Main Campus

Thu | March 5 – 19 | 6:30 – 9 p.m.

Online

Sat | March 7 & 14 | 9 a.m. – 3 p.m.

Main Campus

Instructor: Geoffrey Voigt

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

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

DRN-022 | \$610 (includes fees: \$375)

A4P April 2 – 25 | 5 sessions

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

Thu | April 2 | 6:30 – 8:30 p.m.

Online

Sat | April 4 – 25 | 9 a.m. – 3 p.m.

Main Campus

Instructor: George Colonna

Foundations of Aerial Photo and Data ★*Part of a Workforce Training Certificate; see page 3*

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

DRN-023 | \$725 (includes fees: \$430)

A4P April 7 – May 14 | 13 sessions

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

Tue, Thu | April 7 – 23 | 6:30 – 8:30 p.m.

Tue, Thu | April 28 & 30 | 6:30 – 8:30 p.m.

Sat | May 2 | 9 a.m. – 2 p.m.

Main Campus

Tue, Thu | May 5 – 14 | 6:30 – 8:30 p.m.

Online

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CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

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

VOC-373 | \$261 (includes fees: \$163)

A3 Mon, Tue | March 9 – 17 | 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 | \$680 (includes fees: \$430)

A4P Mon – Fri | April 20 – 24 | 8 a.m. – 5 p.m.
5 sessions | Main Campus
Instructor: Jonathan Bowman

HEALTHCARE & HUMAN SERVICES

Courses marked with * are part of a Workforce Training Certificate. See pages 3 – 14 for more info.

BEHAVIORAL HEALTH

Mental Health First Aid

NO COST!

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

AHE-291 | No Cost

A3 Thu, Fri | Jan. 22 & 23 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

B3 Tue, Wed | Feb. 24 & 25 | 12 – 4:30 p.m.
2 sessions | Main Campus

C4 Fri | April 10 | 8:30 a.m. – 5 p.m.
1 session | Main Campus

Youth Mental Health First Aid

NO COST!

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

AHE-292 | No Cost

A3 Mon, Tue | March 9 & 10 | 12 – 4 p.m.
2 sessions | Main Campus

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician® 40-Hour Training Part I *

Part of a Workforce Training Certificate; see page 3

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician® 40-Hour Training Part I and Part II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. These instructor-led, remote courses are offered using MS Teams and Canvas. Students must register for Registered Behavior Technician® 40-Hour Training Part I and Part II together, and courses must be taken consecutively. To be eligible to sit for the RBT exam, you must also possess a high school diploma or equivalent, be over the age of 18, pass an RBT Competency Assessment and pass a background check. Instructions on how to activate your account to access the class will be sent a week before the class. Please activate prior to the first day of class.

AHE-388 | \$305 (includes fees: \$160)

A3 Mon, Tue | Feb. 16 – March 9 | 6 – 9:15 p.m.
7 sessions | Online
Instructor: Lauren Neubauer

Registered Behavior Technician® 40-Hour Training Part II *

Part of a Workforce Training Certificate; see page 3

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

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

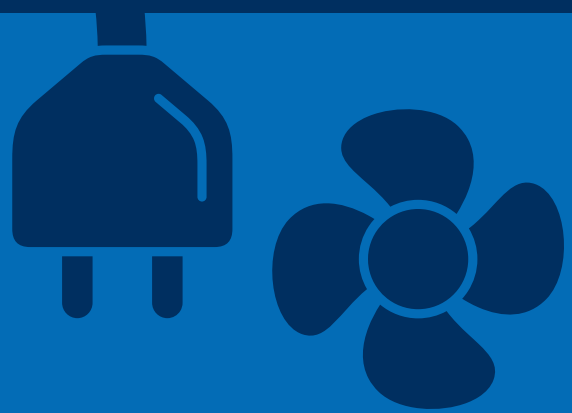
A3P Tue, Mon | March 10 – April 7* | 6 – 9:15 p.m.
7 sessions | Online
Instructor: Lauren Neubauer
*No class 3/23, 3/24

REGISTER NOW

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Carroll County residents: **DEDUCT \$10** per course
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- Classroom training at Carroll
- On-the-job training at sponsoring employer
- Guaranteed progressive wages

AVAILABLE PROGRAMS

Electrical

Offered in partnership with Electrical Apprentice Program of Carroll County

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

HVACR

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

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

Plumbing

Offered in partnership with Plumbing Apprentice Program of Carroll County

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

Hospitality Management

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

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CPR FOR HEALTHCARE

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

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 | \$110 (includes fees: \$75)

A3 Sat | Jan. 24 | 9 a.m. – 4 p.m.
1 session | Main Campus

C3 Sat | March 7 | 9 a.m. – 4 p.m.
1 session | Main Campus

B4 Sat | April 25 | 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 | \$100 (includes fees: \$69)

A3P Sat | Feb. 7 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

B3P Wed | March 11 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

A4P Wed | April 15 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

GENERAL HEALTHCARE
EDUCATION

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

Professional Preparation in
Healthcare

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

AHE-196 | \$144 (includes fees: \$80)

A3 Mon, Tue, Thu | Jan. 26 – 29 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Tracy Berends

B3 Mon, Tue, Thu | Feb. 23 – 26 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Beth Lee

HEALTHCARE OCCUPATIONS

CERTIFIED HEALTH COACH

Next class starts Fall 2026. Part of a Workforce Training Certificate. See page 7 for details.

DENTAL

Introduction to Dental Assisting ✨

Part of a Workforce Training Certificate; see page 3

Gain entry-level dental assisting job skills. This hands-on course provides practice in a fully equipped dental operator. Training includes practice using an intraoral scanner and 3-D printer, reflecting the evolving technology. Topics include terminology, anatomy, charting, medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

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

A3BP Feb. 3 – March 12 | 12 sessions
Tue, Thu | Feb. 3 – 19 | 5:30 – 9:45 p.m.
Tue | Feb. 24 | 5:30 – 9:45 p.m.
Thu, Tue | Feb. 26 – March 12 | 5:30 – 9:45 p.m.
Main Campus
Instructor: Carol Bair

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**CREDIT
PROGRAMS**
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Oral Radiography ✨

Part of a Workforce Training Certificate; see page 3

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

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

A3BP March 17 – May 7* | 14 sessions

Tue, Thu | March 17 – April 30 | 6:30 – 9:45 p.m.

Tue, Thu | May 5 & 7 | 6:30 – 8:30 p.m.

Main Campus

*No class 3/24, 3/26

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 | \$229 (includes fees: \$136)

A3 Tue, Thu | March 17 – 31* | 6:30 – 9:45 p.m.

3 sessions | Main Campus

Instructor: Carol Bair

*No class 3/24, 3/26

MEDICAL ASSISTANT

Certified Clinical Medical Assistant Orientation Session

This course will assist the student in preparing for the certified clinical medical assistant training program. Topics include registration into the National Healthcare Association's website, how to navigate, and an overall review of the program.

AHE-648 | No Cost

A4 Wed | April 1 | 5 – 8 p.m.

1 session | Main Campus

Instructor: Lisa Mount

Certified Clinical Medical Assistant Part 1 ✨

Part of a Workforce Training Certificate; see page 3

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

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

Hybrid (online with 4 sessions held on campus)

A4B April 6 – May 3

April 6 – May 3

Online

Wed | April 8 - 29 | 5 – 9:15 p.m.

Main Campus

Certified Clinical Medical Assistant Part 2 ✨

Part of a Workforce Training Certificate; see page 3

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

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

Hybrid (online with 5 sessions held on campus)

A4P May 4 – June 7

May 4 – June 7

Online

Wed | May 6 – June 3 | 5 – 9:15 p.m.

Main Campus

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More than **\$100,000** in
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eligible non-credit students.

For info, visit

www.carrollcc.edu/tuitionassistance
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075-02-24-1023

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410-386-8100

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

**Certified Clinical Medical Assistant
Part 3** *Part of a Workforce Training Certificate; see page 3*

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

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

Hybrid (online with 5 sessions held on campus)

A4P June 8 – July 12

June 8– July 12

Online

Wed | June 10 – July 8 | 5 – 9:15 p.m.

Main Campus

**Certified Clinical Medical Assistant
Part 4** *Part of a Workforce Training Certificate; see page 3*

Continue to build your skills caring for patients in the clinical setting and practice the same skills covered in Certified Clinical Medical Assistant-Part 3. Comprehensive exams will be given at the end of this course for certification preparation. Course includes an online component; internet access required. Prerequisites: AHA BLS Provider (AHE-315) course required before CCMA Part 4. Heartsaver First Aid (AHE-277) is recommended, and successful completion of AHE-651, AHE-652, AHE-653

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

Hybrid (online with 8 sessions held on campus)

A1P July 13 – Aug. 23

July 13 – Aug. 23

Online

Wed | July 15 – Aug. 19 | 5 – 9:15 p.m.

Main Campus

**Certified Clinical Medical Assistant
Part 5** *Part of a Workforce Training Certificate; see page 3*

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

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

A1P Mon – Fri | Aug. 24 – Sept. 4

9 a.m. – 3:30 p.m.

10 sessions | Clinical Site

**Certified Clinical Medical Assistant
Part 6** *Part of a Workforce Training Certificate; see page 3*

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

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

A2P Mon – Fri | Sept. 8 – 21 | 9 a.m. – 3:30 p.m.

10 sessions | Clinical Site

PERSONAL TRAINER**ACE Personal Fitness Trainer** *Part of a Workforce Training Certificate; see page 3*

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

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

A3B Tue, Thu | Feb. 3 – May 21*

12:30 – 1:50 p.m.

30 sessions | Main Campus

*No class 3/24, 3/26

PHARMACY TECHNICIAN**Pharmacy Technician Training I** *Part of a Workforce Training Certificate; see page 3*

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

AHE-356 | \$699 (includes fees: \$384) plus text

A3B Feb. 9 – March 16 | 16 sessions

Mon, Wed, Thu | Feb. 9 – March 2 | 6 – 9 p.m.

Wed | March 4 | 6 – 9:15 p.m.

Thu, Mon, Wed | March 5 – 12 | 6 – 9:15 p.m.

Mon | March 16 | 6 – 9:15 p.m.

Main Campus

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

Pharmacy Technician Training II ★

Part of a Workforce Training Certificate; see page 3

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

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

A3P March 18 – May 6* | 19 sessions

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

Thu | April 16 | 6 – 9:15 p.m.

Mon, Wed, Thu | April 20 – May 4 | 6 – 9:15 p.m.

Wed | May 6 | 6 – 9:15 p.m.

Main Campus

*No class 3/23, 3/25, 3/26

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory ★

Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you will learn about the anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: Successful completion of Professional Preparation in Healthcare (AHE-196). You must also have a current American Heart Association BLS Provider CPR card. This course includes a clinical component. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required while in the clinical setting. You must register for Phlebotomy I, II and III together, and all three courses must be taken consecutively. Veterans: Phlebotomy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

AHE-200 | \$965 (includes fees: \$540) plus text

A3BP Feb. 23 – April 22* | 16 sessions

Mon, Wed | Feb. 23 – April 15 | 5:30 – 8:45 p.m.
Main Campus

Mon | April 20 | 3 – 6:15 p.m.

Carroll Hospital Center

Wed | April 22 | 5:30 – 8:45 p.m.

Main Campus

*No class 3/23, 3/25

Instructors: Emma Eyler, Brian Rutledge

Phlebotomy Technician Training II: Clinical ★

Part of a Workforce Training Certificate; see page 3

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

AHE-077 | \$775 (includes fees: \$367)

A4P April 27 – May 6 | 9 sessions

Mon – Fri | April 27 – May 6 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

Wed | May 6 | 8 a.m. – 12 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical ★

Part of a Workforce Training Certificate; see page 3

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

AHE-078 | \$775 (includes fees: \$367)

A4P May 7 – 18 | 8 sessions

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

Lifebridge Health Labs

Mon | May 18 | 1 – 5 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler

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NURSING

CERTIFIED NURSING
ASSISTANT

Prerequisites: All three must be completed before starting CNA Part 1.

- AHE-257 CNA Preparation
- AHE-315 BLS Provider or current AHA BLS Provider CPR card
- Students must take the College's reading placement test no later than one week before the first session of CNA Part 1. Placement testing can be scheduled by calling the Admissions Office at 410-386-8430. Identify yourself as a Continuing Education student and indicate you are registering for the CNA training program. In lieu of placement testing you may provide a copy of your college degree or a college transcript documenting successful completion (C or above) of college level reading. You will be contacted with your test results and instructions regarding which sections to choose. If you are providing college transcripts, you will also be contacted. **Please do not register for any of these classes until receiving this guidance.**

CNA Preparation

Prepare for the rewards of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical site is not currently requiring COVID vaccination but can reinstate the requirement at any time.

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

A3 Tue, Thu | Jan. 27 – Feb. 12 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: LuAnn Gamber

Certified Nursing Assistant Training
Part I *

Part of a Workforce Training Certificate; see page 3

Become a caring, efficient, safe, and professional member of the health care team. Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety

issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the National GNA exam. Requires study time outside of class. Includes exams, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Recommended: AHE-277 Heartsaver First Aid. Students must take the College's reading placement test no later than one week before the first session.

AHE-042 | \$1,346 (includes fees: \$795) plus text

A3BP Feb. 17 – April 14* | 18 sessions

Tue, Thu | Feb. 17 – April 14 | 5 – 9:15 p.m.
Sat | Feb. 28 – April 4 | 8 a.m. – 4:30 p.m.
Main Campus

*No class 3/21, 3/24, 3/26, 3/27, 3/28

Instructors: Pamela Naumann, Lindsay Sisler

Certified Nursing Assistant
Training, Part II *

Part of a Workforce Training Certificate; see page 3

Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an MBON approved instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Flu and Covid vaccines may be required. Cost includes required fingerprinting and the fee for the NNAAP exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the CNA skills lab (AHE-401) prior to the NNAAP exam. Refer to the course listing for the skills lab and register now.

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

A4P April 21 – May 3 | 8 sessions

Tue, Thu | April 21 – 30 | 5 – 9:15 p.m.
Carroll Lutheran Village
Sat, Sun | April 25 – May 3 | 7 a.m. – 3:30 p.m.
Carroll Lutheran Village
Instructor: Danya Shumaker

CNA Skills Lab

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

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

A3P Wed | Jan. 7 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

A4P Wed | June 3 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

Medicine Aide Update

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

AHE-120 | \$175 (includes fees: \$117)

A3P Mon | Jan. 12 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Jennifer Barnaby

B3P Mon | March 16 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Jennifer Barnaby

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

OSHA / SAFETY / CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

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

AHE-378 | \$106 (includes fees: \$73)

A3 Sat | March 21 | 9 a.m. – 2:15 p.m.
1 session | Main Campus

OSHA

OSHA

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

OSHA 510 - Basic Course for Construction Industry

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

VOC-596

A3 Mon – Thu | March 9 – 12 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

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

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

VOC-613

A4 Mon – Thu | April 13 – 16 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

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

SFT-007

A2 Mon, Tue, Wed | May 11 – 13 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

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

SFT-008

A4 Thu | May 14 | 8 a.m. – 4 p.m.
1 session | Main Campus

SAFETY

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

Lift Truck Train the Trainer

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

VOC-111

A3 Fri | March 13 | 8 a.m. – 4 p.m.
1 session | Main Campus

Interested in a degree?

Explore Carroll's

**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

REGISTER NOW

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

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

Resolve Conflicts

MEDIATION CAN HELP WITH:

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

SERVICES ARE:

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

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

001-06-24 0523

ADDITIONAL CAREER TRAINING

Courses marked with * are part of a Workforce Training Certificate. See pages 3 – 14 for more info.

CAREER DEVELOPMENT

Help With Career Choices

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

XXB-138 | No Cost

A3 Online Jan. 1 – 31

B3 Online Feb. 1 – 28

C3 Online March 1 – 31

A4 Online April 1 – 30

LAW ENFORCEMENT AND LEGAL CAREERS

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

Legal Nurse Consultant Training Course

This program prepares medical professionals for a career in the legal field as legal nurse consultants. This course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medicare related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,305 (includes fees: \$1,066) plus text

A3B Online Jan. 12 – Feb. 27

B3B Online March 9 – April 24

A4B Online May 4 – June 19

Legal Secretary Certificate Course

Beginning and experienced secretaries, improve your skills in the law office. Topics include: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format. Discuss job search strategies and placement possibilities.

VOC-558 | \$1,105 (includes fees: \$906) plus text

A3B Online Jan. 12 – Feb. 27

B3B Online March 9 – April 24

A4B Online May 4 – June 19

Paralegal Certification Course

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

VOC-553 | \$2,105 (includes fees: \$1,706) plus text

A3B Online Jan. 12 – Feb. 27

B3B Online March 9 – April 24

A4B Online May 4 – June 19

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. 12 – Feb. 27

B3B Online March 9 – April 24

A4B Online May 4 – June 19

REGISTER NOW

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

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

SPECIAL POLICE OFFICER

Special Police Officer Academy *

Part of a Workforce Training Certificate; see page 3

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

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

A4 Mon – Fri | April 13 – 27 | 8 a.m. – 5 p.m.
11 sessions | Main Campus
Instructor: Albert Liebno

TRANSPORTATION

Commercial (CDL) Truck Driver *

Part of a Workforce Training Certificate; see page 3

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

Jan. 12 – March 30

April 13 – June 8

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

NEW! Forklift Training

Gain the necessary knowledge and skills required to operate forklift equipment safely, such as a counterbalanced and/or rough terrain telehandler forklift. Upon successful completion of the classroom theory and final written exam, students must successfully complete the hands-on practical evaluation for each piece of equipment to receive operator certification.

VOC-879 | \$299 (includes fees: \$264)

A3 Sat | March 7 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

Hazardous Materials for Commercial Truck Drivers 🚛

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

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

A3 Online March 17 – May 1

A4 Online June 15 – July 31

English
Language
Conversation
GroupsPractice your
speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

Groups meet Mondays at 5 p.m. at Carroll County Workforce Development building (224 N. Center Street, Westminster).

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



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

Literacy Council
of CARROLL COUNTY

082-03-26 1025

REGISTER NOW

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

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

GED® Test/High School Diploma Preparation

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

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

Winter classes start Tuesday, Jan. 12.

Spring classes start Tuesday, April 14.

To be eligible for classes, you must attend a FREE information session before Jan. 5 for Winter classes and before March 31 for Spring classes.

Registration for the info session is required.

Contact us today for available dates.



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

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

—Annette Igidimba, GED® student

Ready to get started?

Contact us!

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



REGISTER NOW

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

ESOL (English for Speakers of Other Languages)

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

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

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

Winter classes start Monday, Jan. 12.

Spring classes start Monday, April 13.

To be eligible for classes, you must attend a FREE information session before Jan. 5 for Winter classes and before April 1 for Spring classes.

Registration for the info session is required.

Contact us today for available dates.



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

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

—Jimmy Wei, ESOL student

Ready to get started? Contact us!

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



REGISTER NOW

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





PERSONAL ENRICHMENT

Cultivate Your Creative Side
In an **Arts & Crafts** class > page 35

See the World With Us
Travel with Carroll > page 42

Care for Your Mind & Body
In a **Health & Wellness** class > page 48

ART

Drawing and Painting: Beginning

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

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

A3M Mon | Jan. 12 – March 9* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
*No class 1/19

B3M Mon | March 30 – May 18 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Drawing and Painting: Continuing

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

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

A3M Mon | Jan. 12 – March 9* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
*No class 1/19

B3M Mon | March 30 – May 18 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Studio Art: Drawing and Painting

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

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

A3 Wed | Jan. 7 – Feb. 25 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

C3 Wed | March 11 – May 6* | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
*No class 3/25

B3 Fri | Jan. 23 – March 13 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

D3 Fri | April 3 – May 22 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

FINE CRAFT

NEW! Weaving Wool Hot Pads and Mug Rugs

Protect your surfaces in style. Learn the fundamentals of wool weaving while creating functional and beautiful hot pads and mug rugs in this hands-on class. Using studio-provided warp-weighted looms, explore simple weaving techniques, fiber textures, and color combinations to design pieces that are both artistic and practical. No experience necessary. All supplies and materials are included.

DPM-148 | \$99 (includes fees: \$89)

A4 Wed | April 8 – 29 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Diana Buck

CERAMICS

NEW! Digging Into Pottery: Technique and Traditions

Unearth the secrets of ancient civilizations, one shard at a time. Explore the archaeological roots of pottery through engaging lecture and hands-on clay crafting. Discover how cultures shaped clay, and how clay shaped culture, while building your own historically inspired creations. Whether you're a curious beginner or a budding artisan, you'll leave with muddy hands, a full heart, and beautiful pieces to show off!

DPM-153 | \$140 (includes fees: \$130)

A3 Sat | Jan. 24 – Feb. 7 | 9 a.m. – 12 p.m.
3 sessions | Main Campus
Instructor: Katie Kosack, Eb Saleh

Intro to Throwing on the Potter's Wheel

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

DPM-025 | \$185 (includes fees: \$175)

A3 Tue | Jan. 6 – Feb. 10 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg

Intermediate Throwing on the Potter's Wheel

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

DPM-077 | \$185 (includes fees: \$175)

A3 Tue | Feb. 24 – April 7* | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg
*No class 3/24

REGISTER NOW

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

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

NEW! Ceramic Trees

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

DPM-149 | \$120 (includes fees: \$110)

A3 Thu | Jan. 8 – 22 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Nicole Diem

NEW! Ceramic Trivets

Add a personal touch to your kitchen with stylish, handcrafted ceramic trivets! In this hands-on class, learn how to design and sculpt decorative flat plates - square, round, oval, or rectangular - that protect surfaces from hot or cold dishes. Whether you prefer bold patterns or minimalist designs, your custom creation will be both functional and uniquely yours. All materials included.

DPM-142 | \$120 (includes fees: \$110)

A4 Tue | April 14 – 28 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Karen Goldberg

NEW! Clay Pendants

Design and shape up to four clay medallions using your own artwork or inspired templates in this hands-on class. Sketch your ideas on paper, roll out the clay, cut your personalized shapes, and bring your designs to life. Perfect for beginners and experienced makers alike, this class offers a stylish, tactile way to explore jewelry-making through clay. All materials included.

DPM-143 | \$120 (includes fees: \$110)

A4 Tue | May 5 – 19 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Karen Goldberg

NEW! Exploring Black History Through Polymer Clay Jewelry Workshop

Celebrate Black history and heritage through the vibrant art of polymer clay jewelry. Learn foundational techniques - conditioning, shaping, and baking - and use color, texture, and symbolism to honor Black culture and stories in this hands-on class. Create a meaningful piece such as earrings, pendants, or bracelets inspired by African diasporic motifs, historical icons, and personal identity. Leave with a finished piece that reflects your creativity and a deeper connection to the legacy of Black artistry.

DPM-147 | \$90 (includes fees: \$80)

A3 Sat | Feb. 21 | 9 a.m. – 1 p.m.
1 session | Main Campus
Instructor: Clyde Johnson, Olivia Surratt

Raku Pottery

Raku pottery is an ancient Japanese ceramics technique. This decorative pottery has a low-firing gas process that creates singular finishes from a metallic-like finish of an oxidation reduction firing to one like the traditional Native American horsehair smoke trails. Each piece is one of a kind, as the process lends itself to many fun and unique variables.

DPM-102 | \$150 (includes fees: \$140)

A4 Thu | April 2 – 23 | 5:30 – 8 p.m.
4 sessions | Main Campus
Instructor: Nicole Diem

Studio Ceramics

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

DPM-027 | \$225 (includes fees: \$215)

A3 Thu | Jan. 29 – March 19 | 5:30 – 8 p.m.
8 sessions | Main Campus
Instructor: Nicole Diem

A4 Thu | April 30 – June 4 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem

NEEDLE CRAFTING**NEW! Needle Felted Chicks**

Celebrate the season with an adorable handmade chick, perfect for adding charm to your spring decor. This beginner-friendly needle felting class introduces you to basic techniques as you create a simple chick using a lightweight armature. All materials are provided, including a felting pad, needles, wool, and pipe cleaners. No experience necessary. Bring your creativity and a love for all things fuzzy!

DPM-138 | \$80 (includes fees: \$70)

A3 Mon | Feb. 23 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

NEW! Needle Felted Duckling

Create your own sweet spring companion in this beginner-friendly needle felting class. Sculpt a charming duckling using soft wool and a simple armature, perfect for nestling among your seasonal decor. All materials are provided, including felting pad, needles, wool, and pipe cleaners. No prior experience needed. Come ready to have fun and fluff some feathers!

DPM-139 | \$100 (includes fees: \$90)

A3 Mon | March 9 & 16 | 6 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Gayle Mathues

NEW! Needle Felted Goldfish

Dive into the art of needle felting by creating a delightful goldfish. In this beginner-friendly class, craft a charming aquatic companion using soft wool and a simple armature. Perfect for adding whimsy to your home decor or gifting to a fellow fish enthusiast. All materials provided, including felting pad, needles, wool, and pipe cleaners. No experience needed.

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

A4 Mon | April 20 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

STAINED GLASS

Beginning Stained Glass

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

XXZ-314 | \$180 (includes fees: \$170)

A3M Wed | Feb. 4 – March 11* | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 2/11

B3M Fri | Feb. 6 – March 13* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
*No class 2/13

The Art of Stained Glass II - Basic Lampshades

Jump into the world of 3D glass! Learn basic lamp construction and fashion your own stained glass lampshade. Create a treasured piece for your home. All tools and some basic materials provided. Glass and other supplies needed discussed at the first class. Prerequisite: Beginning Stained Glass (Art of Stained Glass) or previous stained glass experience.

DPM-016 | \$200 (includes fees: \$190)

A4 Wed | April 1 – May 6 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Cathy Trostle

B4 Fri | April 3 – May 8 | 9:30 a.m. – 12 p.m.
6 sessions | Main Campus
Instructor: Cathy Trostle

Beyond Beginner - Stained Glass Studio

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

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

A3 Wed | Feb. 11 – March 11 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

B3 Fri | Feb. 13 – March 13 | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

NEW! Framed Reflections: Stained Glass Mirror

Craft a stunning personal-sized mirror framed in vibrant stained glass. In this hands-on class, design and assemble a custom mirror that blends function with art. The project emphasizes precision cutting, soldering, and composition skills, making it perfect for those with prior stained glass experience. All necessary tools and materials are provided. Glass cutting experience is required.

DPM-145 | \$140 (includes fees: \$130)

A4 Thu | April 30 – May 14 | 5:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Racquel Marino

Fused Glass Four Season Panel

Cast your post-holiday blues aside with this free-standing fused-glass four seasons panel of trees. Each student will create their own depiction of the four seasons of trees using a 7 by 10 base of clear glass along with various glass decorative elements in multiple colors. The panels will be fused and slumped in a kiln to create the free-standing panel and will be ready for pick-up approximately two weeks following the class.

DPM-127 | \$80 (includes fees: \$70)

A3 Mon | Feb. 9 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

Fused Glass Lantern

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

DPM-088 | \$80 (includes fees: \$70)

A4 Mon | April 27 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

NEW! Fused Glass Spoon Rest

Add a splash of color to your kitchen with a handmade fused-glass spoon rest. In this beginner-friendly class, design, cut, and arrange vibrant glass pieces before they're kiln-fired into a functional work of art. All materials are provided.

DPM-141 | \$80 (includes fees: \$70)

A3 Mon | March 30 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

Stained Glass 3D Flowers

Get ready for Spring by creating a beautiful 3D stained-glass flower that will last. Discover how to design, cut and solder your own 3D stained-glass flower. Create a stunning piece that you can cherish for years to come. Participants should have prior experience in cutting and soldering to fully benefit from the class. All necessary materials and tools will be provided. Create a piece of art that will brighten your home and heart!

DPM-118 | \$140 (includes fees: \$130)

A3 Tue | March 31 – April 21 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Stephanie Chaloux

NEW! Stained Glass Spinners

Design and craft your own mesmerizing stained-glass spinner, an eye-catching piece perfect for porches, patios, or anywhere with a gentle breeze. This dynamic project puts art into motion, adding a touch of color and sparkle to your outdoor space. All glass and equipment are provided. Prior experience with glass cutting is required.

DPM-144 | \$140 (includes fees: \$130)

A3 Tue | Jan. 13 – Feb. 3 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Stephanie Chaloux

REGISTER NOW

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

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

Stained Glass Spring Suncatchers

Welcome the arrival of spring by crafting your own beautiful suncatchers! Whether you're looking to create a charming basket filler or a vibrant window display, learn how to design and assemble spring-themed suncatchers using a variety of colorful glass pieces. All necessary materials and tools will be provided, so you can focus on unleashing your creativity and enjoying the process.

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

A3 Tue | Feb. 17 – March 3 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Stephanie Chaloux

Stained Glass Succulents

Love succulents but not the upkeep? Create your very own 3D stained-glass succulent that requires no watering! Design and assemble a beautiful, lifelike succulent using stained-glass techniques to create a stunning piece that will brighten any space. All necessary materials, including a variety of glass colors and tools, will be provided. Participants should have completed Beginning Stained Glass (Art of Stained Glass) or have equivalent experience to ensure they can fully enjoy and benefit from the class.

DPM-117 | \$140 (includes fees: \$130)

A3 Thu | Feb. 12 – 26 | 5:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Racquel Marino

FLOWER ARRANGING**Fresh Flower Arranging**

It's more than simply putting a bunch of flowers into a vase and filling it with water! Practice the basics of floral arranging. Create a simple vase of flowers so that it looks elegant and professional. Manage the fundamentals of floral arranging from the basic tools to the techniques that effortlessly display your favorite flowers - including ones right out of your home garden!

DPM-057 | \$80 (includes fees: \$70)

A4 Thu | April 23 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

Spring Centerpieces

Create a festive floral arrangement that will take center stage on your holiday table. Or, make a beautiful handmade gift for someone special. Grab some friends and bring your creativity for a fun, hands-on evening filled with seasonal cheer. All supplies are included.

DPM-151 | \$80 (includes fees: \$70)

A3 Thu | March 19 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

Spring Wreaths

Celebrate the season by crafting your own festive spring wreath. Design a beautiful and unique piece using a variety of faux spring floral elements to enjoy for years to come. The possibilities are endless. Leave with a stunning creation for your door that's sure to impress guests and spark compliments! All supplies included.

DPM-150 | \$80 (includes fees: \$70)

A3 Thu | Feb. 26 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

Interested in a degree?

Explore Carroll's
**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

FOOD & DRINK

Demonstration courses: Students observe instructor prepare recipes and demonstrate technique. Class culminates with tasting and students take home recipes.

Hands-on courses: Students actively participate in practicing technique, preparing recipes and tasting the prepared food. Recipes provided for all dishes.

Classroom courses: Students will hear a short lecture, have class discussions and have a chance to ask questions. Recipes and information sheets are provided.

Please note: Students who withdraw six business days or less before the start date may receive a refund less the supply fee.

NEW! Food Practices for Imperfect Eaters

Discover a realistic, empowering approach to wellness through food. This class offers an honest conversation about how we actually eat - and how small, realistic changes can lead to lasting wellness. It's not about perfection, but progress. Explore how food choices, preparation, and mindful habits can nourish both body and mind. Learn what works for you and build a healthier relationship with food, one bite at a time. Discussion with a tasting and recipes.

C00-118 | \$63 (includes fees: \$53)

A3 Wed | Jan. 28 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Brooke Hagerty

NEW! Food Practices Fueling Movement

If your workouts feel flat or leave you drained, it might not be your routine - it could be your fuel. Explore how what you eat before and after exercise impacts your energy, recovery, and mindset. Learn simple, practical ways to nourish your body and elevate your movement. It's not just about food, it's about how you prepare, enjoy, and appreciate it. Discussion with a tasting and recipes.

C00-119 | \$63 (includes fees: \$53)

A3 Wed | Feb. 18 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Brooke Hagerty

REGISTER NOW

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

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

NEW! Homestyle Pakistani Kitchen: Appetizer

Explore the bold flavors and vibrant traditions of Pakistani appetizers. From the tangy world of chaat and chutneys to homestyle favorites that showcase hospitality, take a delicious dive into the spices, textures, and social role of small bites in Pakistani culture. Perfect for food lovers eager to learn, taste, and connect through cuisine. Discussion with tasting and recipes.

C00-121 | \$67 (includes fees: \$57)

A3 Thu | March 5 | 5:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Shahana Mushtaq

NEW! Royal Thai Fruit Carving Traditions

Discover the elegance of Thai fruit carving - an ancient art once reserved for royalty. Rooted in centuries of tradition, explore the cultural significance, meditative techniques, and legendary stories behind the craft. Learn how women in the royal palace carved fruits into birds and swans to honor festivals like Songkran. With a focus on precision and beauty, watch a demonstration of this stunning edible art while connecting to Thailand's rich ceremonial heritage. Presentation with practical demonstration.

C00-122 | \$55 (includes fees: \$45)

A4 Thu | April 2 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Nutsicha Nestor

NEW! Sour Dough Demystified

Unlock the secrets of sourdough in this hands-on, beginner-friendly class. Learn to create and care for your starter, mix and ferment dough, and delve into shaping and scoring techniques. Discover how to add flavorful inclusions and transform sourdough discard into tasty treats like crackers and pancakes. Perfect for beginners or anyone seeking more consistent results. Have confidence to bake beautiful, delicious artisan loaves at home. Hands-on course.

C00-120 | \$67 (includes fees: \$57)

A3 Sat | March 14 | 9 a.m. – 12 p.m.
1 session
Carroll County Career & Tech Center
Instructor: Maria Artista-Cuchna

HISTORY, CULTURE & WORLD VIEW**HISTORY****Congressman John Lewis: His Life of Good Trouble**

John Lewis left his mark on American history. The son of Alabama sharecroppers, trace his journey from sit-ins, to Freedom Rides, to a march across a bridge in Selma, and eventually to the halls of Congress. Learn how a strong sense of justice, commitment to non-violence and belief in human dignity sustained him through 60 years. He was never afraid to make some noise and get in good trouble - necessary trouble.

HCW-072 | \$49 (includes fees: \$39)

A3 Wed | Feb. 25 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Robert Young

The Great War and the Twenty-Year Truce

Survey European history from 1900 to 1939. Focus on the political, social, economic, cultural and intellectual changes that exploded from World War I. Particular attention will be given to how people in nations old and new attempted to build permanent peace and prosperity. Failure brought a resumption of the fighting and an end to European domination of the globe. Co-listed with credit.

PDE-912 | \$454 (includes fees: \$75) plus text

A3B Tue, Thu | Feb. 3 – May 14*
12:30 – 1:50 p.m.
28 sessions | Main Campus
Instructor: Robert Young
*No class 3/24, 3/26

NEW! The American Revolution Part Two: From Winning the War to Creating the Republic

The 250th anniversary of the American Revolution has arrived, and those events of so long ago still shape the way we think about governments, freedoms, rights, and what sort of a nation we really are. Explore how, after initial setbacks and struggles, the United States won our war of independence, including international dimensions of the war and the establishment of new political institutions, culminating in the Constitution and the Bill of Rights. How did these former subjects of a British king develop a democratic republic that still endures into the 21st Century? And what is the true meaning of the American Revolution for Americans and the world today?

HCW-188 | \$80 (includes fees: \$70)

A4 Wed | April 1 & 8 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Robert Young

WORLD VIEW**NEW! A Celebration of American Music**

Experience three unforgettable evenings exploring the rich traditions of American music. From early colonial influences rooted in the Old World to the fresh sounds of contemporary Americana, folk, country, and rock, trace the nation's musical journey. Discover Appalachian roots, the anthems that carried Civil War soldiers, the music that won World War II, and the revolutionary impact of Elvis Presley. Each session blends lecture, listening, and singing - making history come alive through music.

HCW-190 | \$99 (includes fees: \$89)

A4 Wed | April 22 – May 20* | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Katherine Fanning, Karen Goldberg
*No class 4/29, 5/13

REGISTER NOW

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

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

NEW! A Celebration of American Music- Early Roots, Appalachian Traditions and the Birth of Folk

Discover how Old-World influences from Europe and Africa blended to create the earliest American folk traditions. Follow the migration of ballads, fiddle tunes, and spirituals into the Appalachian Mountains, where they evolved into a distinctly American sound. Enjoy singing many of your old favorites along the way!

HCW-191 | \$45 (includes fees: \$35)

A4 Wed | April 22 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Katherine Fanning, Karen Goldberg

NEW! A Celebration of American Music- the Songs America Took to War and the Birth of Bluegrass and Country

Examine the powerful role of music as a unifying force during conflict and hardship. From the Civil War to World War anthems, music carried America through difficult times. Explore how American bluegrass, country, and folk songs became voices of protest during the early labor movement and the Great Depression, giving voice to the struggles of working people.

HCW-192 | \$45 (includes fees: \$35)

A4 Wed | May 6 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Katherine Fanning, Karen Goldberg

NEW! A Celebration of American Music- the Rise of Rock, Folk Revival and Americana

Step into the 20th century, where diverse genres converged to reshape popular culture. Trace the revolutionary arrival of Elvis Presley, whose electrifying sound launched American rock and roll, forever changing music and society. Explore the folk music revival of the 1960s and sing along with the classic tunes of the era. Discover the arrival of Americana as a genre that bridges past and present.

HCW-193 | \$45 (includes fees: \$35)

A4 Wed | May 20 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Katherine Fanning, Karen Goldberg

Ethics

Engage in critical examination of values through the careful exploration of the views of classic and contemporary moral philosophers. Explore a variety of moral issues including those that are well known and controversial and those that are often overlooked yet relevant. Raise awareness about, and refine our capacity to act effectively in, our roles as moral agents. Co-listed with credit.

PDE-083 | \$454 (includes fees: \$75) plus text

A3B Tue, Thu | Feb. 3 – May 14*
12:30 – 1:50 p.m.
28 sessions | Main Campus
*No class 3/24, 3/26

Introduction to Philosophy

Join us in the critical and open activity of philosophical inquiry. Philosophy is an on-going conversation that explores who we are, what our world is and how we are to act toward the world. Read and discuss contributions to that conversation by classic and contemporary philosophers for the purpose of seeing how these people engaged questions that have real applications to us and to see how their thoughts shaped or prod at our lives today. Critique the contributions made by these philosophers and critique your own ideas and worldviews. Co-listed with credit.

PDE-082 | \$454 (includes fees: \$75) plus text

A3B Mon, Wed | Feb. 2 – May 13*
9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 3/23, 3/25

NEW! Unearthing Her Story: Women Through the Archaeological Lens

Discover how women shaped history through the artifacts they left behind. Explore gendered tools, domestic ceramics, burial practices, and the hidden labor of women - including enslaved women - whose influence often goes unrecognized. Through archaeological evidence, uncover stories of resilience, creativity, and power embedded in everyday objects.

HCW-195 | \$32 (includes fees: \$22)

A3 Tue | March 10 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Katie Kosack

NEW! Women in Textile History: Threads of Influence and Innovation

Explore the often overlooked stories of women who shaped the fabric of civilizations - literally and figuratively. Delve into the global contributions of women across time, from ancient weavers and quiltmakers to contemporary fiber artists and fashion innovators. Learn how textiles served as tools of expression, resistance, community, and identity, especially among marginalized groups.

HCW-189 | \$99 (includes fees: \$89)

A3 Wed | March 4 – 18 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Diana Buck

THEATER

Acting for Non-Majors

Study the theory and basic principles of the creative processes of acting. Emphasis is given to the development and understanding of the practical application of acting through physical, vocal and creative exercises, improvisation, monologue and scene work. Other activities include play analysis, character analysis and written assignments. No prior acting experience necessary. Co-listed with credit.

HCW-120 | \$454 (includes fees: \$75)

A3 Mon, Wed | Feb. 2 – May 13*
11 a.m. – 12:20 p.m.
28 sessions | Main Campus
Instructor: Jane Frazier
*No class 3/23, 3/25

Script Analysis

Study play texts, from page to stage, with emphasis on critical analysis of structure, genre, theme, style, character, language, dramatic event and point of view of the actor, director, critic and audience. Students will be introduced to theatre research methods. Co-listed with credit.

HCW-180 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Feb. 2 – May 13*
12:30 – 1:50 p.m.
28 sessions | Main Campus
Instructor: Jane Frazier
*No class 3/23, 3/25

Cool Classes 2gether

Learn, laugh and spend quality time with your pre-teen or teenager!

Fun, interactive classes for a parent — or grandparent, aunt, uncle, or godparent — and child. Course cost includes one adult and one child aged 8 – 14.

Classes 2gether: Printmaking Tote Bags!



Get ready for a colorful adventure in creativity. Spend quality time together and dive into the playful world of printmaking. Design and decorate your very own tote bags using colorful printing techniques. From foam stamps to textured rollers, explore different ways to make bold, imaginative patterns and shapes. All materials are provided. Just bring your creativity and a willingness to get a little messy. Leave with big smiles, shared memories, and a one-of-a-kind tote bag you designed together.

Instructor: Hannahgrace Frusher

FAM-028-A3G | \$90 (includes fees: \$80)
Saturday, January 24 & 31, 10 a.m. – 12:30 p.m. (2 sessions)
Main Campus

Collaborate Kitchen: Desserts



Make sweet memories and delicious desserts! Create scrumptious treats while bonding and learning new skills. This hands-on class is perfect for varying skill levels, offering a fun and educational experience. Explore various recipes and dessert techniques.

Instructor: Heather Schaefer

FAM-020-A3G | \$90 (includes fees: \$80)
Monday, February 9, 5:30 – 8:30 p.m.
Carroll County Career & Tech Center

Matching Ceramic Mugs



Shape, decorate, and glaze your very own mugs. Imagine the fun of creating matching mugs that showcase your unique bond and creativity. Enjoy a joyful, hands-on experience and create mugs as special as your time together! Projects will be fired after class. Allow two weeks for pick up.

Instructor: Eb Saleh

FAM-019-A3G | \$70 (includes fees: \$60)
Saturday, March 14 & 21, 10 a.m. – 12:30 p.m. (2 sessions)
Main Campus

Fused Together Suncatchers



Experience the joy of creativity with your child in our special hands-on workshop! Together, you'll explore the basics of glass fusing and collaborate to design and craft two beautiful suncatchers — one for each of you. All materials provided. Projects will be fired offsite. (Allow two weeks for pick up.)

Instructor: Cathy Trostle

FAM-002-A4G | \$85 (includes fees: \$75)
Saturday, April 11, 9:30 – 11:30 a.m.
Main Campus

Flying Drones Together



It's a bird. It's a plane. No, it's something even cooler — a drone and you could be its pilot! Drones are popular for good reasons. They can be used recreationally or commercially in so many ways! Discover how drones are used for fun and for business. Learn the basic rules to keep yourself and others safe, and gain experience learning how to fly on drone simulators and then take to the sky using professional drones. No prior experience is necessary.

Instructor: Jeff Voigt

FAM-007-A4G | \$80 (includes fees: \$70)
Saturday, May 9, 9 a.m. – 12 p.m.
Main Campus

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

REGISTER NOW

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

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

NEW!

Travel with Personal Enrichment

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

Leave the planning & transportation to us!

These upcoming trips are open to the community:

Day Tours

(must be 18 or older)

- **Brooklyn Chocolates:** March 19
- **Chanticleer House and Garden Tour:** April 9
- **The Kennedy Center—West Side Story:** May 12
- **Sight & Sound—Joshua:** June 11

Weeklong Trip

(must be 21 or older)

- **Explore Tuscany**
Oct. 6 – 14, 2026
(Reservation deadline: 4/1/26)
- **America's Cowboy Country**
July 7 – 14, 2026 (call for rate)

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

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

Stagecraft

Survey the history and practice of the technical aspects of theatre, from ancient Greece to modern-day Broadway. Topics include set construction methods, stage lighting, painting techniques, stage properties, costuming and sound implementation. Students may work optional laboratory hours as arranged with instructor. Co-listed with credit

HCW-136 | \$454 (includes fees: \$75) plus text

A3B Tue, Thu | Feb. 3 – May 14*
12:30 – 1:50 p.m.
28 sessions | Main Campus
Instructor: David Schanck
*No class 3/24, 3/26

TRAVEL

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

Refunds are not available after tickets/meals are purchased.

DAY TOURS

NEW! Brooklyn Chocolates

Visit four of the finest traditional and artisanal chocolate makers in Brooklyn! You'll learn the history of chocolate in Brooklyn, watch demonstrations, visit the Brooklyn Ice Cream Factory where you'll enjoy a scoop of their award-winning chocolate ice cream, enjoy lunch at Grimaldi's Pizza under the Brooklyn Bridge for two slices of thin crust, Neapolitan style, Margherita pizza, then we'll head over to The Chocolate Room in Cobble Hill and sample their award-winning mini chocolate cupcakes and Belgian hot chocolate, the next stop will be Raaka Chocolates, then the final stop is Li-Lac Chocolates, the oldest chocolate maker in NYC. Trip includes roundtrip transportation, lunch, chocolate samples at each stop, guided tour and all taxes and gratuities. Bus departs from Carroll Community College.

ADV-024 | \$209 (includes fees: \$199)

A3T Thu | March 19 | 6 a.m. – 8 p.m.
1 day | Off-Site

NEW! Chanticleer House & Garden Tour

Chanticleer has been called the most romantic, imaginative, and exciting public garden in America. The garden is a study of textures and forms, where foliage trumps flowers, the gardeners lead the design, and even the drinking fountains are sculptural. It is a garden of pleasure and learning relaxing yet filled with ideas to take home. After touring the gardens enjoy a picnic lunch in one of the picnic areas located within the garden. Trip includes roundtrip transportation, picnic lunch, and all taxes and gratuities. Bus departs from Carroll Community College.

ADV-024 | \$135 (includes fees: \$125)

A4T Thu | April 30 | 8 a.m. – 6 p.m.
1 day | Off-Site

NEW! The Kennedy Center: Shear Madness

It's immersive! It's interactive! It's irresistible! Try to catch the killer at this hilarious whodunit where the clues change at every performance, and you never see the same show twice. Audiences ages 9 to 90 all over the world love it! Set in present-day Georgetown, Shear Madness engages locals and visitors alike as armchair detectives to help solve the scissor-stabbing murder of a famed concert pianist who lives above the Shear Madness unisex hairstyling salon. The show combines up-to-the-minute improvisational humor and a mixture of audience sleuthing to deliver a unique performance each night.

ADV-024 | \$125 (includes fees: \$115)

B4T Tue | May 12 | 12:30 – 10 p.m.
1 day | Off-Site

Interested in a degree?

Explore Carroll's
CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW

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

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

NEW! Sight and Sound: Joshua

From the banks of the Jordan River to the towering walls of Jericho, JOSHUA is a miraculous adventure for the whole family. Journey alongside the people of Israel as they navigate their new-found freedom in an unforgiving wilderness. After the show, we'll go to Hershey Farm's Grand Smorgasbord, for the perfect dining experience. Enjoy a variety of their original recipes, classic Pennsylvania Dutch favorites and modern comfort foods. It's the perfect place to satisfy your cravings! Trip includes roundtrip transportation, show ticket, lunch, and all taxes and gratuities. Bus departs from Carroll Community College.

ADV-024 | \$220 (includes fees: \$210)

C4T Thu | June 11 | 8 a.m. – 6:30 p.m.
1 day | Off-Site

OVERNIGHT EXCURSIONS**NEW! America's Cowboy Country**

Enjoy stunning views of the American West as you make your way through Yellowstone, Grand Teton National Park, and more. Overnight in the cowboy towns of Jackson Hole and Cody. Experience the Wild West as it once was with a visit to Deadwood, a town built on gold and gunpowder. Experience Yellowstone National Park, home to an incredible array of wildlife. Search for free-ranging herds of buffalo in Custer State Park. Marvel at Grand Teton National Park's towering peaks, marked with mountain glaciers. Soak in stunning views of Mt. Rushmore and the Crazy Horse Memorials. Grab your Stetson hat and saddle up for an adventure as you discover natural wonders and cultural treasures. Bus departs from Carroll Community College, Washington Road Campus. Transportation to airport is included. Total cost starting at \$4,499 per person (double occupancy). Reservation deadline is December 1, 2025. (For bookings made after December 1, call 410-386-8100 for rates.) Deposit of \$700 required upon registration. Final payment is due April 1, 2026. Minimum age is 21. Cost includes: 8 days, 10 meals (7 breakfasts, 3 dinners); airfare round trip from BWI Airport, air taxes and fees/surcharges, hotel and hotel transfers. Cost does not cover cancellation waiver and insurance of \$429/person.

ADV-026-A1T

July 7 – 14, 2026 (8 days)

Starting at \$4,499 per person (double occupancy)

NEW! Explore Tuscany

Enjoy the rolling landscapes, savory wines, authentic food, and stunning architecture of the Tuscany region. From the famous spa resort town of Montecatini Terme to Lucca and Florence, to Pisa, discover renaissance walls, Romanesque churches, and medieval streets, make your way to a Tuscan winery and learn about the art of winemaking as you taste local varieties, marvel at the ornate facade of the Cathedral of Santa Maria del Fiore, take in views of the Piazza della Signoria, the center of Medici power, and Santa Croce Square. Capture the gravity-defying inclination of the iconic Leaning Tower in Pisa and learn the secrets of traditional Tuscan cuisine. Partake in a cooking class, using local ingredients and culinary techniques. Enjoy your freshly prepared meal for dinner. Soak in breathtaking views as you travel to the hilltop village of San Gimignano, one of Tuscany's most picturesque places. Total cost starting at \$4,099 per person (double occupancy). Reservation deadline is April 1, 2026. Deposit of \$700 required upon registration. Final payment is due July 1, 2026. Minimum age is 21. Cost includes 9 days, 10 meals (7 breakfasts, 3 dinners), airfare round trip from BWI Airport, air taxes and fees/surcharges, hotel and hotel transfers. Cost does not cover cancellation waiver and insurance of \$549/person.

ADV-026-A2T)

October 6 – 14, 2026

Costs: Starting at \$4,099 per person (double occupancy)

HOME & HOBBY**A Beginner's Guide to Herbalism: From Plant Identification to Herbal Uses**

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

PDE-155 | \$83 (includes fees: \$73)

A3 Thu | Feb. 12 – 26 | 6 – 7:30 p.m.
3 sessions | Main Campus
Instructor: Amy Boldt

NEW! Herbal Support for Home Health

Discover natural ways to support everyday health through herbalism and holistic practices. Learn how the body responds to herbs, which ones help with specific issues, and how to prepare them at home. Topics include herbal first aid, allergy support, and digestive health. Perfect for beginners and enthusiasts alike!

PDE-178 | \$75 (includes fees: \$65)

A3 Thu | March 5 – 19 | 6 – 7:30 p.m.
3 sessions | Main Campus
Instructor: Amy Boldt

NEW! Handy Homeowner

Take control of your home with confidence. Empower yourself as homeowners to tackle everyday tasks safely and efficiently. Learn tool basics, safety essentials, and how to set organized, goal-oriented plans. Discover when to DIY and when to call a pro without fear or confusion. Perfect for beginners and anyone looking to build home maintenance skills with clarity and confidence.

LPC-029 | \$130 (includes fees: \$120)

A3 Tue | Feb. 17 – March 10 | 6 – 8 p.m.
4 sessions | Main Campus
Instructor: Chip Gachot

REGISTER NOW

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

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

Motorcycle Safety

Get Ready to Ride...



**COURSES OFFERED
APRIL – NOVEMBER**

Basic Motorcycle Safety (BRC)

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

NEW! BasicRider Course 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.



001-14-25-0624 APE

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

LANGUAGES

NEW! ASL 3: Storytelling

For students who have completed ASL Basic I and II or have mastered the signs and concepts presented in the Signing Naturally workbook cited below units 1 - 5, taught via visual-gestural communication - voice off/hands up. Continue to build your vocabulary and grammar skills in ASL with an emphasis on elements and techniques of storytelling in ASL. We all have a story to tell.

FLC-278 | \$125 (includes fees: \$50) plus text

A3BP Tue | Jan. 6 – Feb. 3 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Charlene Vandusen

ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

FLC-202 | \$149 (includes fees: \$59) plus text

A3B Tue | Feb. 17 – March 31* | 6 – 8:30 p.m.
6 sessions | Main Campus
*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 | \$149 (includes fees: \$59)

A4BP Tue | April 14 – May 19 | 6 – 8:30 p.m.
6 sessions | Main Campus

NEW! Getting Started With Spanish

Explore the Spanish language with a beginner-friendly introduction for those with little or no prior experience. This course emphasizes practical communication, focusing on everyday vocabulary and essential speaking skills. Engage in basic conversations and apply foundational grammar to support continued Spanish language development in the future. Build everyday vocabulary, strengthen speaking skills, and gain confidence through practical conversation and essential grammar.

FLC-292 | \$145 (includes fees: \$100)

A3 Tue, Thu | Feb. 17 – April 2* | 12:15 – 1 p.m.
12 sessions | Main Campus
Instructor: Lara Truitt
*No class 3/24, 3/26

MOTORCYCLE & PERSONAL SAFETY

HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

PDE-080 | \$145 (includes fees: \$120)

A3T Sat | Feb. 7 | 8 a.m. – 12:15 p.m.
1 session | Main Campus

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit www.carrollcc.edu/WBCRegistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience. This course includes an online component, a classroom orientation and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

REGISTER NOW

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

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

TRA-044 | \$319 (includes fees: \$235)

A4 April 8 – 12 | 3 sessions
Wed | April 8 | 6 – 9 p.m.
Main Campus
Sat, Sun | April 11 & 12 | 8 a.m. – 2:30 p.m.
Parking Lot

B4 April 15 – 19 | 3 sessions
Wed | April 15 | 6 – 9 p.m.
Main Campus
Sat, Sun | April 18 & 19 | 8 a.m. – 2:30 p.m.
Parking Lot

C4 April 22 – 26 | 3 sessions
Wed | April 22 | 6 – 9 p.m.
Main Campus
Sat, Sun | April 25 & 26 | 8 a.m. – 2:30 p.m.
Parking Lot

D4 April 29 – May 3 | 3 sessions
Wed | April 29 | 6 – 9 p.m.
Main Campus
Sat, Sun | May 2 & 3 | 8 a.m. – 2:30 p.m.
Parking Lot

E4 May 6 – 10 | 3 sessions
Wed | May 6 | 6 – 9 p.m.
Main Campus
Sat, Sun | May 9 & 10 | 8 a.m. – 2:30 p.m.
Parking Lot

F4 May 13 – 17 | 3 sessions
Wed | May 13 | 6 – 9 p.m.
Main Campus
Sat, Sun | May 16 & 17 | 8 a.m. – 2:30 p.m.
Parking Lot

G4 May 27 – 31 | 3 sessions
Wed | May 27 | 6 – 9 p.m.
Main Campus
Sat, Sun | May 30 & 31 | 8 a.m. – 2:30 p.m.
Parking Lot

H4 June 3 – 7 | 3 sessions
Wed | June 3 | 6 – 9 p.m.
Main Campus
Sat, Sun | June 6 & 7 | 8 a.m. – 2:30 p.m.
Parking Lot

I4 June 10 – 14 | 3 sessions
Wed | June 10 | 6 – 9 p.m.
Main Campus
Sat, Sun | June 13 & 14 | 8 a.m. – 2:30 p.m.
Parking Lot

J4 June 17 – 21* | 1 sessions
Wed | June 17 | 6 – 9 p.m.
Main Campus
Sat, Sun | June 20 – 21 | 8 a.m. – 2:30 p.m.
Parking Lot

*No class 6/20, 06/21

K4 June 24 – 28 | 3 sessions
Wed | June 24 | 6 – 9 p.m.
Main Campus
Sat, Sun | June 27 & 28 | 8 a.m. – 2:30 p.m.
Parking Lot

A1 July 8 – 10 | 3 sessions
Wed | July 8 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | July 9 & 10 | 8 a.m. – 2:30 p.m.
Parking Lot

B1 July 15 – 19 | 3 sessions
Wed | July 15 | 6 – 9 p.m.
Main Campus
Sat, Sun | July 18 & 19 | 8 a.m. – 2:30 p.m.
Parking Lot

C1 July 22 – 26 | 3 sessions
Wed | July 22 | 6 – 9 p.m.
Main Campus
Sat, Sun | July 25 & 26 | 8 a.m. – 2:30 p.m.
Parking Lot

D1 Aug. 5 – 9 | 3 sessions
Wed | Aug. 5 | 6 – 9 p.m.
Main Campus
Sat, Sun | Aug. 8 & 9 | 8 a.m. – 2:30 p.m.
Parking Lot

E1 Aug. 12 – 16 | 3 sessions
Wed | Aug. 12 | 6 – 9 p.m.
Main Campus
Sat, Sun | Aug. 15 & 16 | 8 a.m. – 2:30 p.m.
Parking Lot

F1 Aug. 19 – 21 | 3 sessions
Wed | Aug. 19 | 9 a.m. – 12 p.m.
Scott Center - T
Thu, Fri | Aug. 20 & 21 | 8 a.m. – 2:30 p.m.
Parking Lot

BasicRider Course 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

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

Register for these sessions to use a college motorcycle:

A4 Fri | April 10 | 8 a.m. – 4 p.m.
1 session | Main Campus

B4 Fri | April 24 | 8 a.m. – 4 p.m.
1 session | Main Campus

C4 Fri | May 8 | 8 a.m. – 4 p.m.
1 session | Main Campus

D4 Fri | May 29 | 8 a.m. – 4 p.m.
1 session | Main Campus

E4 Fri | June 12 | 8 a.m. – 4 p.m.
1 session | Main Campus

A1 Fri | July 17 | 8 a.m. – 4 p.m.
1 session | Main Campus

Register for these sessions to use your own motorcycle:

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

A4CYC Fri | April 10 | 8 a.m. – 4 p.m.
1 session | Main Campus

B4CYC Fri | April 24 | 8 a.m. – 4 p.m.
1 session | Main Campus

C4CYC Fri | May 8 | 8 a.m. – 4 p.m.
1 session | Main Campus

D4CYC Fri | May 29 | 8 a.m. – 4 p.m.
1 session | Main Campus

E4CYC Fri | June 12 | 8 a.m. – 4 p.m.
1 session | Parking Lot

A1CYC Fri | July 17 | 8 a.m. – 4 p.m.
1 session | Main Campus

REGISTER NOW

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

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

MUSIC

Introduction to Music Technology

Apply concepts of music technology to music composition, recording, education and performance. Explore properties of sound, audio equipment, audio editing software, synthesis, MIDI (musical input digital interface), acoustics, effects and sequencing. Create digital music recordings and complete creative projects. Co-listed with credit.

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

A3B Tue, Thu | Feb. 3 – May 14* | 2 – 3:20 p.m.
28 sessions | Main Campus
*No class 3/24, 3/26

NEW! Swinging Sixties

Step into the electrifying era that changed music forever! Explore the cultural revolution sparked by the Beatles, Rolling Stones, and other iconic bands of the 1960s. From British Invasion beats to psychedelic vibes, dive into the sound, style, and spirit that defined a generation and still influences artists today. Perfect for music lovers and pop culture enthusiasts alike.

MSC-075 | \$100 (includes fees: \$50)

A4 Mon | April 6 – 20 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Paul Ruehs

APPLIED MUSIC
INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele, voice and more.

Applied Music Lessons - 30 Minutes

MSC-008 | \$135 (includes fees: \$125)

A3 Jan. 5 – 30
4 sessions | To be scheduled individually

MSC-008 | \$451 (includes fees: \$441)

B3 Feb. 2 – May 22*
15 sessions | To be scheduled individually
*No class week of 3/23

Applied Music Lessons - One Hour

MSC-010 | \$250 (includes fees: \$240)

A3 Jan. 5 – 30
4 sessions | To be scheduled individually

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

B3 Feb. 2 – May 22*
15 sessions | To be scheduled individually
*No class week of 3/23

ENSEMBLES

Registration for Ensembles closes Monday, Jan. 26. Students are required to fully participate in the entire performance as assigned. Final decisions regarding repertoire, assignment of parts, and program order are made at the sole discretion of the ensemble director.

Jazz Combo

Jazz Combo examines various jazz pieces selected from the existing literature, which may include cool, swing, hard bop, bossa, Latin, samba, funk/rock and other styles. Co-listed with credit.

XXZ-110 | \$60 (includes fees: \$50)

A3 Tue | Feb. 3 – May 19* | 9 – 11 a.m.
15 sessions | Main Campus
*No class 3/24

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 | Feb. 2 – May 18* | 7 – 9 p.m.
15 sessions | Main Campus
*No class 3/23

B3P Tue | Feb. 3 – May 19* | 7 – 9 p.m.
15 sessions | Main Campus
*No class 3/24

Vocal Chamber Ensemble

Vocal Chamber Ensemble gives the student an opportunity to explore and perform a diverse body of vocal repertoire in a small ensemble setting. A program of varied selections is prepared for a college performance at the end of each semester.

MSC-055 | \$60 (includes fees: \$50)

A3P Wed | Feb. 4 – May 20* | 4 – 6 p.m.
15 sessions | Main Campus
*No class 3/25

PHOTOGRAPHY

Operating Your Digital Camera

So you've switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

XXZ-358 | \$80 (includes fees: \$70)

A3 Thu | Jan. 15 & 22 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

B3 Thu | March 5 & 12 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

A4 Tue | April 7 & 14 | 6:30 – 9:30 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

REGISTER NOW

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

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

Adobe Lightroom Classic

Get started with Adobe Lightroom Classic whether you are an amateur photographer or a pro. Follow a photographer's workflow from importing and managing photos in the library to editing and correcting them. Explore ways to share and print your amazing images with this software. Bring an external hard drive or 128 to 256 GB flash drive to each class to store your photos. Prerequisite: Operating Your Digital Camera.

PH0-005 | \$149 (includes fees: \$139)

A3 Sat | Feb. 7 – 28 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: Walter Calahan

Available Light Photography

Learn to take pictures without a flash at concerts, sporting events, by candlelight, of fireworks or holiday lights. Use your digital camera in this hands-on class to explore: lens speed, apertures, shutter speeds and ISO, and other settings where a flash just won't work. Take photos in and out of the classroom. Returning students welcome. Bring your digital camera, manual and charged battery. Tripods welcome but not necessary. Prerequisite: Operating Your Digital Camera.

XXZ-201 | \$80 (includes fees: \$70)

A3 Tue | Feb. 24 & March 3 | 6:30 – 9 p.m.
2 sessions | 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 | \$165 (includes fees: \$155)

A3 Tue | Jan. 13 – Feb. 10 | 6:30 – 9 p.m.
5 sessions | Main Campus
Instructor: Daniel Humphries-Russ

Cell Phone Photography

Cell phones and tablets are changing the face of photography. Whether Apple or Android, beginner or experienced, understand the limits and capture an image with light, focus and composition. Demystify settings for panoramic, low light and HDR. Discover alternative camera apps to increase your fun and artistic expressions. Bring your own cell phone and wear comfortable walking shoes to travel around the campus trying what you've learned.

XXZ-893 | \$114 (includes fees: \$104)

A3 Sat | March 21 – April 11* | 9 a.m. – 12 p.m.
3 sessions | Main Campus
Instructor: Walter Calahan
**No class 3/28*

How To Control Depth of Field

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

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

A3 Tue | March 17 & 31* | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ
**No class 3/24*

Nikon DSLR: Set-up and Functions

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

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

A3 Tue | April 28 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

Studio Lighting & Tabletop Photography

Tabletop photography involves arranging items like food and drinks, gadgets, cosmetics and more on a flat surface to capture the most striking photo. Learn and apply simple post-processing techniques to bring your photographs to life. Explore optimal lighting choices for your specific subject and find budget-friendly photography equipment recommendations.

PH0-012 | \$114 (includes fees: \$104)

A4 Thu | April 30 – May 14 | 6:30 – 9:30 p.m.
3 sessions | Main Campus
Instructor: Walter Calahan

BUT WAIT...

THERE'S EVEN
MORE!

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

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

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

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

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

082-05-261025



WELLNESS & OUTDOOR ADVENTURE

Gentle Strength and Balance Workout

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

PDE-171 | \$79 (includes fees: \$69)

A3 Tue | Jan. 6 – Feb. 10 | 2 – 3 p.m.
6 sessions | Main Campus
Instructor: Sweetie Zubar

Gentle Yoga

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

XXZ-862

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

A3 Tue | Jan. 6 – Feb. 24 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

C3 Tue | March 10 – May 5* | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan
*No class 3/24

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

B3 Sat | Jan. 10 – March 7* | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan
*No class 1/17

D3 Sat | March 21 – May 16* | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan
*No class 3/28

MINDFULNESS

Intro to the Chakras

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

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

A3 Thu | Jan. 29 – Feb. 12 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Julie Mulhern

NEW! Finding Freedom in Surrender

Experience the joy, clarity, and freedom that unfold when you embrace surrender. Life doesn't always follow our plans - and that's where the beauty of surrender begins. Explore the transformative power of letting go: recognizing what lies beyond your control, leaning into uncertainty, and choosing to focus on what you can shape and nurture. Through reflective guidance and engaging practices, learn to trust the journey, accept outcomes with grace, and discover how surrender cultivates emotional resilience and inner peace. It's not about giving up; it's about opening up to possibility, presence, and empowerment.

PDE-176 | \$40 (includes fees: \$30)

A4 Thu | April 16 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Julie Cassaday

Interested in a degree?

Explore Carroll's

CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW

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

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

NEW! Releasing Negative Emotions

Create space for clarity, peace, and personal freedom by giving intentional time and energy to your emotional healing. In life, it's natural to encounter powerful emotions like guilt, anger, and shame, especially during challenging moments. Often, we push these feelings aside, hoping to revisit them at a more "convenient" time... or never at all. But unresolved emotions don't simply disappear - they linger, quietly shaping our mindset and interactions. Explore a gentle yet transformative process of emotional release. Through mindful scanning of the body and reflective exercises, uncover buried feelings, reconcile inner conflict, and begin releasing what weighs you down.

PDE-175 | \$40 (includes fees: \$30)

A3 Thu | Feb. 26 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Julie Cassaday

FITNESS**LaBlast - Fitness Powered by Dance**

This partner-free dance fitness workout is perfect for all levels from beginners to experienced dancers. You will work through a diverse mix of famous ballroom dances such as Lindy Hop, Salsa, Jive, Foxtrot and more, set to music from various genres such as pop, rock, hip-hop and country.

XXQ-979 | \$149 (includes fees: \$139)

A3 Mon, Wed | Jan. 5 – April 22* | 6 – 7 p.m.
29 sessions | Main Campus
Instructor: Deanna Dovel, Lori Maccia
**No class 1/19, 3/23, 3/25*

Fundamentals of Tai Chi

Learn the basic concepts and movements of Tai Chi as well as the 24-posture Yang style short form. Study various movements that demonstrate the principles of Tai Chi and promote relaxation and energy development such as silk reeling, Qi Gong exercises, animal frolics, and two-person exercises. Team-teaching allows continuous skill development to prepare for the intermediate/advanced class. Students may need to repeat this class to master the 24-posture form.

XXZ-155

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

B3 Thu | Feb. 5 – April 2* | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructors: William Whitenton, Linda Albright
**No class 3/26*

C3 Thu | April 9 – May 28 | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructors: William Whitenton, Linda Albright

4 Sessions | \$52 (includes fees: \$42)

A3 Thu | Jan. 8 – 29 | 6:15 – 7:15 p.m.
4 sessions | Main Campus
Instructors: William Whitenton, 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.

XXZ-156

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

B3P Thu | Feb. 5 – April 2* | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond
**No class 3/26*

C3P Thu | April 9 – May 28 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

4 Sessions | \$52 (includes fees: \$42)

A3P Thu | Jan. 8 – 29 | 7:15 – 8:15 p.m.
4 sessions | Main Campus
Instructor: Jerry Diamond

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 of those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

XHW-001 | \$75 (includes fees: \$65)

A3 Thu | Jan. 8 – 29 | 8:45 – 10 a.m.
4 sessions | Main Campus
Instructor: Larry Wood

B3 Fri | Jan. 9 – Feb. 6 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball II

Can't get enough Pickleball? Continue the excitement from Intro to Pickleball. Sharpen your skills, meet new players and have fun! Open to beginner and intermediate players who want more competitive play time.

XHW-006 | \$75 (includes fees: \$65)

A3 Fri | Feb. 20 – March 20 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball III

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

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

A4 Fri | April 10 – May 8 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

This Summer,
Kids@Carroll
is gonna be
HOT!

June 22 – Aug. 14, 2026

Over 100 full and half-day
camps to build your summer
with enrichment adventures
for ages 5 – 15.

Watch for more details online
January 15.

**CAN'T WAIT
FOR SUMMER?**

Check out our
Classes 2gether.

Visit us online at
carrollcc.edu/summerkids or
on Facebook at KidsatCarroll
for more fun events!

SUMMER!
KIDS@
CARROLL
+TEEN COLLEGE

082-12-26 1025

OUTDOOR ADVENTURE

Our hikes are generally suitable for novice hikers who want a bit of a challenge. Most terrains will involve a moderate incline and some may have steeper sections. Hikes are generally 3 to 6 miles.

Beginner Hiking Series

Learn basic safety and hiking techniques, get in shape and explore some of the best hiking paths and trails in the surrounding area! In the first class, discuss survival and safety techniques including terrain, path markers, weather conditions, and clothing and footwear for basic hiking. Then put your skills to the test on three Saturday day hikes. Enjoy a different trail each week. The first class meets on campus; remaining classes meet at the designated hiking location. You must attend the first class to participate in any of the hikes.

ADV-007 | \$152 (includes fees: \$142)

A4T April 1 – May 2 | 4 sessions

Wed | April 1 | 6 – 8 p.m.

Main Campus

Sat | April 4 | 9 a.m. – 12 p.m.

Piney Run Park

Sat | April 18 | 9 a.m. – 12 p.m.

Johnny Reb Trail, Gettysburg

Sat | May 2 | 9 a.m. – 12 p.m.

Union Mills Recreation Area

Instructor: Bud Grace

Hiking, Your New Adventure

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

ADV-013 | \$52 (includes fees: \$42)

A3T Sat | March 14 | 9 a.m. – 12 p.m.

1 session | Bob's Hill, Blue Ridge Mountains

Instructor: Bud Grace

A4T Sat | April 4 | 9 a.m. – 12 p.m.

1 session | Piney Run Park

Instructor: Bud Grace

B4T Sat | April 18 | 9 a.m. – 12 p.m.

1 session | Johnny Reb Trail, Gettysburg

Instructor: Bud Grace

C4T Sat | May 2 | 9 a.m. – 12 p.m.

1 session | Union Mills Recreation Area

Instructor: Bud Grace

REGISTER NOW

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

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

JOIN THE PRIDE

Come cheer
on your favorite
Lynx teams!

LEARN ABOUT
OUR NEXT
GAME OR MEET



From **cross country** and **track & field**, to **golf**, **soccer**, and **volleyball**, our student-athletes bring heart, hustle, and hometown pride to every competition.



Free admission | Easy parking | Exciting action

REGISTER NOW

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

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

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Workforce, Business & Community Education at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Workforce, Business & Community Education wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each

Information

textbook on the bookstore website (www.carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Winter Recess: Dec. 22 – Jan. 4

College reopens: Jan. 6

Martin Luther King Jr. Holiday: Jan. 17 – 19

Spring Recess: March 22 – 29

Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to www.carrollcc.edu/alerts to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College

Washington Road Campus
1601 Washington Road, Westminster

Adult Education Programs

Multi-Service Center

224 North Center Street, Westminster

Carroll County Career and Technology Center (CCCTC)

1229 Washington Road, Westminster

Carroll County Public Library

Go to library.carr.org for branch locations and directions.

Community Media Center

1301 Washington Road, Westminster

Y of Central Maryland

1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit www.carrolltransitsystem.com or call 410-363-0622.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

The Continuing Education Official College Record (transcript)

The Official Record documents:

All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410 386-8100.

Carroll Community College Board of Trustees

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



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

Workforce, Business & Community Education Registration Form

410-386-8100 | Fax 410-386-8111 | Room A115

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

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- ☐ U.S. citizen ☐ Male ☐ Female 1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No
- ☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) Preferred Pronouns: 2. Race, select one or more of the following categories:
- ☐ I am a Carroll County resident (deduct \$10 per course) ☐ She: She/Her/Hers ☐ White
- ☐ I am a Non-Carroll County Maryland resident (deduct \$5 per course) ☐ He: He/Him/His ☐ Black or African American
- ☐ I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) ☐ Ze: Ze/Hir/Hirs ☐ Asian
- ☐ They: They/Them/Their ☐ American Indian or Alaska Native
- ☐ Name: Use my name as pronoun ☐ Native Hawaiian or Other Pacific Islander

☐ I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mail completed registration form and check or money order for full amount to:

Carroll Community College
Workforce, Business & Community Education, A115
1601 Washington Road
Westminster, MD 21157

Deduct In-County/In-State Fees _____

Total Cost _____

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances.
In these events, students will be notified via email.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.

Signature (required) _____

For Office Use Only: Rec by _____ Processor _____ Date _____ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

If paying with a credit card, register online at www.carrollcc.edu/WBCRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number _____ CID# _____

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Tuition \$200 or more?
Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

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

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Carroll Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, (267-284-5000), www.msche.org. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

5

EASY WAYS TO REGISTER

Register Early!

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

Office Hours

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

1. ONLINE

Register online 24/7 at www.carrollcc.edu/WBCRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Workforce, Business &
Community Education, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

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

4. FAX

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

5. TELEPHONE

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

NUMBERS TO KNOW

Admissions for Degree Programs

410-386-8430

Advising/Transfer for Degree Programs

410-386-8435

Career Services

410-386-8523

Cashier's Office

410-386-8040

Disabilities

410-386-8329

General College Information

410-386-8000

Records/Registration for Degree Programs

410-386-8440



075-01-25-1124 WBCE

Personal Enrichment

Embark on the educational journey that takes you **where you want to go!** We are your partners for new knowledge, new skills, new friends and new passions.

Find classes to help you broaden your learning, express your creativity and fulfill your curiosity in:

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



Start your journey on page 34 inside!