BALANCE

Continuing Education & TrainingWinter – Spring 2023 Class Schedule

Inside

NEW Programs in:

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

Build your career. Enrich your life.







I needed a career change. Years of working in hospice left me wanting something new that still allowed me to draw on my patient care skills. I chose a career in dental assisting. I started at Carroll Community College with Introduction to Dental Assisting, followed by Oral Radiography, and within a year had completed **Expanded Functions: General** Chairside. Carroll walked me through every step of my journey. The instructor engaged us by bringing her personal experience as a dental assistant into the classroom. Her support and encouragement helped me excel in school and confidently embrace a new career. I now have an exciting position in an amazing dental practice. Thanks to the programs and instructors at Carroll, my knowledge has expanded and my future is brighter!

Jennifer Pappas
Expanded Functions
Dental Assistant (EFDA)
Program Completer

NEW CAREER TRAINING PROGRAMS

Advanced Manufacturing

Prepare for Certified Manufacturing Associate (CMfgA) Certification. Topics include assembly, maintenance, machining, inspection and more. See page 4.

Automotive Technician

Prepare to test for individual ASE certifications that can lead to Maintenance and Light Repair professional certification. Learn about brakes, electrical systems, steering and suspension. See page 4.

AWS Cloud Practitioner

Prepare to sit for the AWS Cloud Practitioner Certificate. Learn about clouding computing concepts, AWS core services, security, architecture, priding and support. See page 12.

Cannabis

Learn the basic skills you need to get hired in the cannabis industry. Learn how to grow, process and dispense in the Maryland medical cannabis industry. See page 47.

CDL Class A Commercial Driver's License

Prepare for the Maryland Class A Commercial Driver's License (CDL) in only 8 weeks! Training starts in the classroom, then moves to a driving range for behind-the-wheel practice. See page 11.

Certified Clinical Medical Assistant

Become eligible for national certification through the National HealthCareer Association. Our streamlined hybrid program features in-person classes only once a week and 120 hours of hands-on instruction at a clinical location. See page 7.

UAS (Drone) FAA Remote Pilot

Become a commercial remote pilot. Coursework includes National Institute of Standards & Technology training and handson flight time, including night flight, with industry-leading drones. See page 6.

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

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Numbers to Know







CAREER HERE! WORKFORCE TRAINING CERTIFICATES

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

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

Why earn your Workforce Training Certificate from Carroll?

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

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

See the Course Index (pp. 74 – 76) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

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

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

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

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

Affordable Payment Plan

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



Show It Off.

Broadcast your accomplishment with a Digital Badge

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

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

Offered in partnership with Credly, you can:

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

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



Financial Assistance

for Workforce Training Certificates

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

ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

AVAILABLE SCHOLARSHIPS:

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

Scholarships are limited, so act fast!



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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ADVANCED MANUFACTURING

Automotive Technician

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

Courses

VOC-749 Introduction to Automotive Technician

VOC-750 Automotive Electrical Systems

VOC-751 Automotive Brake Systems

VOC-752 Automotive Suspension and Steering Systems

Approximate Number of Hours

129

Approximate Training Cost

\$1 946

Licensure/Certification earned

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

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

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

Manufacturing Associate

Manufacturing is a technology-rich industry filled with opportunities for continued growth and advancement into higher level positions. Employers in the manufacturing field are looking for individuals who are not only comfortable with new technology but can also use time-proven solutions to solve problems

Courses

MFG-016 Manufacturing and the Workplace

MFG-017 Intro to Manufacturing Math

MFG-018 Understanding Blueprints

MFG-019 Precision Machining Technology

MFG-020 Quality & Inspection

MFG-021 Intro to Industry 4.0

Approximate Number of Hours

96

Approximate Training Cost

\$1,899

Licensure/Certification Earned

Students who successfully complete the program will be prepared to sit for two entry level NIMS certifications: Job Planning, Benchwork & Layout and Measurements, Materials & Safety.

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

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



ANIMAL CONTROL AND CARE

Veterinary Assistant

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

Courses

V0C-336	Preparation for the Veterinary Assistant Training
	Course Series

VOC-691 Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy

VOC-692 Veterinary Assistant Training II: Patient Care and Treatment, Surgery, Anesthesia and Emergency Care

VOC-430 Veterinary Assistant Training III: Clinic Externship

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

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

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

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

CHILD CARE

Child Care Professional Early Childhood Teacher

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

Courses

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

CCT-513 Materials and Methods for Early Childhood Education

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

Child Care Professional Infant/Toddler Teacher

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

Courses

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

or CCT-513 Materials and Methods for Early Childhood Education

and CCT-512 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

Your job search starts here!



Carroll's exclusive job board for students, alumni and community members.

www.CollegeCentral.com/CarrollCC



Child Care Professional School Age Teacher

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

Courses

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

CCT-516 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

DRONE

UAS (Drone) FAA Remote Pilot

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

Courses

DRN-020 Commercial Remote Pilot Pt. 1

DRN-021 Commercial Remote Pilot Pt. 2

DRN-022 Advanced Remote Flight

DRN-023 Foundations of Aerial Photo and Data

Approximate Number of hours

95

Approximate Training Cost

\$1996

Licensure/Certification Earned

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

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

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

6

FITNESS

Personal Fitness Trainer

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

OULCES

VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$574

Licensure/Certification Earned

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

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

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

GET HELP PAYING FOR CAREER TRAINING

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

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



HEALTH CARE

Certified Nursing Assistant (CNA)

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

Prerequisites

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

AHE-257 CNA Preparation

Courses

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

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

AHE-455 GNA Skills Lab

Approximate Number of Hours

138 hours (excluding prerequisites)

Approximate Training Cost

\$2,043 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Dental Assistant

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

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

AHE-063 Introduction to Dental Assisting

AHE-298 Oral Radiography

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,870 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Emergency Medical Technician

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

Courses

AHE-373 Emergency Medical Technician 1

HE-320 Emergency Medical Technician 2

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

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

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

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

Medical Assistant

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

Courses

AHE-651 Certified Clinical Medical Assistant – Part 1

AHE-652 Certified Clinical Medical Assistant – Part 2

AHE-653 Certified Clinical Medical Assistant - Part 3

AHE-654 Certified Clinical Medical Assistant - Part 4

AHE-655 Certified Clinical Medical Assistant – Part 5

AHE-656 Certified Clinical Medical Assistant – Part 6

Approximate Number of Hours

448

Approximate Training Cost

4.95

Licensure/Certification Earned

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

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

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

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE CAREER FAIR

TUESDAY, APRIL 18, 2023

LOOKING FOR A JOB?

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

www.carrollcc.edu/careerfair



Medical Biller

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

Courses

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

Approximate Number of Hours

101 hours

Approximate Training Cost

\$1,328

Licensure/Certification Earned

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

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

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

Pharmacy Technician

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

Courses

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

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,500 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Phlebotomy Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,173 (excluding prerequisites)

Licensure/Certification Earned

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

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

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



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



Registered Behavior Technician

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

Courses

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

Approximate Number of Hours

40 hours

Approximate Training Cost

\$550

Licensure/Certification Earned

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

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

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

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,374 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

REAL ESTATE

Home Inspector

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

Courses

VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

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

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

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

Real Estate Sales Agent

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

Courses

REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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

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



TRADES

Electrical Helper

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

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,520

Licensure/Certification Earned

None.

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

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

Electrical Apprentice

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

Courses

VOC-174	Electrical Apprenticeship Year 1: Part 1
V0C-030	Electrical Apprenticeship Year 1: Part 2
VOC-577	Electrical Apprenticeship Year 2: Part 1
V0C-032	Electrical Apprenticeship Year 2: Part 2
VOC-578	Electrical Apprenticeship Year 3: Part 1
V0C-034	Electrical Apprenticeship Year 3: Part 2
VOC-579	Electrical Apprenticeship Year 4: Part 1
V0C-036	Electrical Apprenticeship Year 4: Part 2

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.

HVACR Apprentice

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

Courses	
V0C-315	HVAC Apprenticeship Training Year 1: Part 1
V0C-316	HVAC Apprenticeship Training Year 1: Part 2
VOC-357	HVAC Apprenticeship Training Year 2: Part 1
V0C-358	HVAC Apprenticeship Training Year 2: Part 2
V0C-405	HVAC Apprenticeship Training Year 3: Part 1
V0C-406	HVAC Apprenticeship Training Year 3: Part 2
V0C-582	HVAC Apprenticeship Training Year 4: Part 1
V0C-583	HVAC Apprenticeship Training Year 4: Part 2

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

GET HELP PAYING FOR CAREER TRAINING

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

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



HVACR Technician

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

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,178

Licensure/Certification Earned

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

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

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

Welder/Advanced Welding

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

Courses

VOC-015 Basic Welding

VOC-467 Advanced Welding

VOC-728 Advanced Welding 2

Approximate Number of Hours

120 hours

Approximate Training Cost

\$2,702

Licensure/Certification Earned

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

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

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

TRANSPORTATION

Truck Driver

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

OULCOC

For information on CDL-A classes, call 410-386-8095.

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

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

Licensure/Certification Earned

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

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

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

SAVE THE DATE!

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TUESDAY, APRIL 18, 2023

LOOKING FOR A JOB?

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

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WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

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

Courses

AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$972

Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

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

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

Medicine Aide Training

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

Courses

AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$935

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

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

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

INFORMATION TECHNOLOGY

Amazon Web Services (AWS) Cloud Practitioner

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

Courses

CMP-079 Intro to IT Networking

CMO-001 AWS Cloud Foundations

Approximate Number of Hours

32

Approximate Training Cost

\$620

Licensure/Certification Earned

Students are prepared to take the AWS Cloud Practitioner Fxam

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

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

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www.CollegeCentral.com/CarrollCC

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Digital and Social Media Professional

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

Prerequisite Course

None

Courses (in order)

DAP-772 Introductory Seminar in Digital and Social Media

DAP-837 Social Media Strategies and Tactics

DAP-775 Social Media Analytics: Measuring and Assessing Metrics and ROI

DAP-807 Advertising on Social Media

DAP-778 Digital and Social Media Program Capstone

Approximate Number of Hours

33 hours

Approximate Training Cost

\$767

Licensure/Certification Earned

None

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

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

QuickBooks Pro Specialist

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

Courses

DAP-591 QuickBooks Pro Level 1 DAP-762 QuickBooks Pro Level 2

Approximate Number of Hours

24 hours

Approximate Training Cost

\$450

Licensure/Certification Earned

Students are prepared to take the Certiport Intuit Quick-Books Certified User (QBCU) exam.

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

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



Help With Career Choices

Need help choosing a career? Attend a free monthly session. No cost, but please register to reserve your seat.

XXB-138 | No Cost

- A3 Mon. | Jan. 23 | 6 7 p.m. 1 session | Main Campus Instructor: Beth Lee
- B3 Mon. | Feb. 27 | 6 7 p.m. 1 session | Main Campus Instructor: Beth Lee
- C3 Mon. | Mar. 13 | 6 7 p.m. 1 session | Main Campus Instructor: Beth Lee

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A4 Mon. | Apr. 24 | 6 – 7 p.m. 1 session | Main Campus Instructor: Beth Lee

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

096-02-23 1022



EXAM PREPARATION FOR INDUSTRY CREDENTIALS

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

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

DRONE

UAS (Drone) FAA Remote Pilot

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

Course

DRN-020 Commercial Remote Pilot Pt. 1

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

Approximate Number of Hours

20 hours

Approximate Training Cost

\$499

Licensure/Certification Earned

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

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

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

HOME IMPROVEMENT

Home Improvement Contractor: MHIC Exam Prep

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

Courses

VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

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

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

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

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

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

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



INFORMATION TECHNOLOGY

CompTIA A+

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

Courses

CMP-067 Basic CompTIA A+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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

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

CompTIA Network+

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

Courses

DAP-819 CompTIA Network+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

Students are prepared to sit for the CompTIA Network+

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

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

QuickBooks Pro Specialist Certification Preparation

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

Courses

DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$255 includes practice exam and voucher

Licensure/Certification Earned

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

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

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



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



Learn the Ins and Outs of Real Estate Careers > page 26

Make a Great Impression Online

Digital & Social Media Professional

> page 31

Prescribe Yourself a Rewarding Future
Pharmacy Technician > page 40





ADVANCED MANUFACTURING

ADVANCED MANUFACTURING

NEW! Manufacturing and the Workplace

* Part of a Workforce Training Certificate; see page 3

Think you know what manufacturing consists of? Think again! This highly in-demand industry is advancing both in technology and capabilities and needs people to meet that demand. Pull the curtain back and explore the essentials of manufacturing and the skills it takes to be successful in the manufacturing workplace. Discover the variety of jobs included in this growing industry.

MFG-016 | \$395 (includes fees: \$270)

A3 Tue, Thu | Feb. 14 – 21 | 6 – 9:15 p.m. 3 sessions | Main Campus

NEW! Intro to Manufacturing Math

* Part of a Workforce Training Certificate; see page 3

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

MFG-017 | \$185 (includes fees: \$60)

A3P Tue, Thu | Feb. 28 – March 7 | 6 – 9:15 p.m. 3 sessions | Main Campus

NEW! Understanding Blueprints

★ Part of a Workforce Training Certificate; see page 3

Learn proper terminology, symbols and guidelines for reading, sketching and interpreting blueprints in a manufacturing environment using geometric equations and symbols. Review dimensioning techniques, tolerancing, drafting lines using geometric equations, symbols, line types, orthographic views, isometric views and offset, auxiliary and broken sections.

MFG-018 | \$335 (includes fees: \$60)

A3P Thu, Tue | March 16 – April 13* | 6 – 9:15 p.m. 7 sessions | Main Campus *No class 3/21,3/23

NEW! Precision Machining Technology

* Part of a Workforce Training Certificate; see page 3

This course introduces metal cutting operations, basic metallurgy, types of machines and their safe operation and setup, terminology, quality measurement devices and methods, cutting tools, layouts, print reading, hand tools and cutting tools.

MFG-019 | \$569 (includes fees: \$60)

A4P Thu, Tue \mid April 20 – May 30 \mid 6 – 9:15 p.m. 12 sessions \mid Main Campus

NEW! Quality and Inspection

* Part of a Workforce Training Certificate; see page 3

Explore the methods and tools used to troubleshoot problems. Investigate methods of finding the root cause of a problem and learn how to distinguish deviations from problems and early warning signs from later warning signs. Identify the various tools used to collect and interpret troubleshooting data to find possible solutions. Topics include six sigma, ISO 9000, 5S, Kanban, JIT, TQM, SPC and others.

MFG-020 | \$185 (includes fees: \$60)

A4P Thu, Tue \mid June 1 $- 8 \mid 6 - 9$:15 p.m. 3 sessions \mid Main Campus

Manufacturing is Evolving and Expanding

Employees are needed to support the demand!



In just a few months, learn the building blocks of manufacturing that can lead to jobs in:

- Welding
- CNC
- Assembly

CLASSES BEGIN FEB. 14 AND INCLUDE:

- · Blueprint Reading
- Industrial Safety
- Precision Measurements
- · Hands-on Machining
- Intro to Industry 4.0

See Course Index for course listings. See Manufacturing Associate workforce training certificate on page 4 for details.





4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

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

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

HVACR

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

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

NEW! Intro to Industry 4.0

* Part of a Workforce Training Certificate; see page 3

Learn how manufacturers increasingly use technology to perform tasks to speed up production, improve part quality, preserve operator safety and perform repetitive or dangerous tasks with a high degree of accuracy. Get hands-on training with the basics of industrial robotics, CNC, 3D printing and more. Explore the basic components, types, applications and programming methods used in manufacturing. Recognize safety protocols associated with the various ways to prevent accidents.

MFG-021 | \$230 (includes fees: \$60)

A4P Tue, Thu \mid June 13 - 22 \mid 6 - 9:15 p.m. 4 sessions \mid Main Campus

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D 4

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

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

A3 Online Jan. 1 – March 31

A4 Online April 1 – June 30

GET HELP PAYING FOR CAREER TRAINING

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

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

AutoCAD Fundamentals Certificate 1

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

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

A3 Online Jan. 1 – March 31
 A4 Online April 1 – June 30

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see page 3

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

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

A3 Jan. 4 – Feb. 1* | 9 sessions

Wed | Jan. 4 | 6 – 9:15 p.m.

Main Campus

Sat | Jan. 7 | 8:30 a.m. – 3:30 p.m.

Main Campus

*No class 1/16



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

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

A3P Mon, Wed | Feb. 13 – April 19* | 6 – 9:15 p.m. 15 sessions | Carroll County Career & Tech Center *No class 2/20.3/20.3/22.4/5.4/10

Advanced Welding 2

* Part of a Workforce Training Certificate; see page 3

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

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

A3PWC Tue, Thu | Jan. 5 – Feb. 28 | 6 – 9:15 p.m. 15 sessions | Carroll County Career & Tech Center Instructor: Michael Schweinsberg *No class 2/2

A4P Thu, Tue | April 20 – June 8 | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

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BUSINESS

Miller, Resources for Entrepreneurs, a Service of Carroll Community College is Carroll County's go-to educational resource for beginning entrepreneurs and small business owners wishing to launch, adapt and grow their businesses.

Miller offers:

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

For more information:

www.MillerSmallBusiness.com 410-386-8012

ENTREPRENEURSHIP

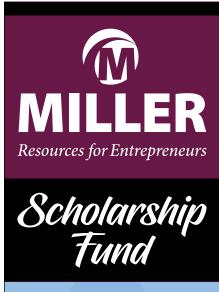
ESSENTIAL CLASSES AND WORKSHOPS

Ready, Set, Go! 1 NO COST!

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

MSB-101 | No Cost

- A3 Thu | Jan. 26 | 9 11 a.m. 1 session | Online
- B3 Thu | Feb. 23 | 9-11 a.m. 1 session | Online
- C3 Thu | March 23 | 9 11 a.m. 1 session | Online
- **A4** Thu | April 27 | 9 11 a.m. 1 session | Online





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 100% of the cost for any new or existing business until funds are depleted.

For complete details and to apply, visit

www.MillerSmallBusiness.com

Zhu

And Away We Grow 2022

This is a conference for entrepreneurs and small businesses to build, brand and grow their businesses! Hear from expert speakers on raising capital to start, grow and/or expand your business. Speakers include a representative from Goldman Sachs, the Small Business Development Center, the Maryland Department of Commerce, Startup Portal and MMG Capital. In the afternoon, learn how to create a marketing plan as well as tips and tools for networking your business led by MarketWorks. Includes a light breakfast and lunch.

MSB-092 | \$20 (includes fees: \$10)

A2 Fri | Dec. 16 | 8 a.m. – 3:30 p.m. 1 session | Main Campus

And Away We Grow: Business Essentials 🖰

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

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

A3 Fri | Feb. 10 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

A4 Fri | April 21 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski



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

And Away We Grow: Marketing 4

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

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

A3 Fri | Feb. 17 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

Prepare for your venture into entrepreneurship with this specially designed certificate series. Recognize entrepreneurial traits and progress to complex ideas of how innovation kick starts entrepreneurial ventures. Immerse yourself in topics including financial accounting, business ethics, marketing and product planning. Both classes required for the Entrepreneurship Certificate.

Preparation for Pathways to Entrepreneurship

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

MSB-075 | \$20 (includes fees: \$)

A3 Online Jan. 9 – 23

B3 Online Feb. 6 – 20

C3 Online March 6 – 20

Pathways to Entrepreneurship 4

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

MSB-087 | \$409 (includes fees: \$140)

А3	Online	Jan. 30 – March 13	
В3	Online	Feb. 27 – April 3	
C3	Online	March 27 – May 15	

Small Business Marketing Workshop ♥↑

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

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

A3	Fri Jan. 20 & 27 9:15 — 11:15 a.m.
	2 sessions Online
	Instructor: Melissa Wilcox

Fri | April 7 & 14 | 9:15 – 11:15 a.m. 2 sessions | Online Instructor: Melissa Wilcox



Understanding Business Insurance ⁴

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

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

A3 Tue, Thu | Jan. 17 & 19 | 9 – 11:15 a.m. 2 sessions | Online Instructor: Thomas Mazerski

A4 Tue, Thu | April 11 & 13 | 9 – 11:15 a.m. 2 sessions | Online Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

NEW! The 4 P's of Marketing for your Small Business

Traditionally, marketers blend four ingredients into the marketing planning process: product, price, place and promotion. Each element is instrumental in a successful product launch and product life. Through 1-on-1 consulting and instructional simulations, understand how the core elements of the marketing mix work together to create a successful marketing program. Topics include product, price, fundamentals, yield management pricing, place, location and distribution, promotion, social media and web marketing, advertising and analytics.

SBD-004 | \$149 (includes fees: \$30)

A4 Online April 1 – 15 Instructor: Bryan Laing

B4 Online April 15 – 30 Instructor: Bryan Laing

Blogging Workshop 4

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

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

A3 Tue, Thu | Feb. 14 & 16 | 6 – 9:15 p.m. 2 sessions | Online Instructor: Megan Odegaard

A4 Tue, Thu | April 18 & 20 | 6 – 9:15 p.m. 2 sessions | Online Instructor: Megan Odegaard

How to Maximize the Value of Your Business ◆↑

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

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

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

A4 Wed | April 19 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

How to Pitch Your Business 4

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

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

A3 Fri | Feb. 3 | 9 – 10:30 a.m. 1 session | Online Instructor: Thomas Mazerski

How to Start and Market Your Business Online ✓↑

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

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

A3 Fri | Feb. 24 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

A4 Fri | April 28 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

Increasing Sales Through Business and Social Networking

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

MSB-086 | \$99 (includes fees: \$30)

32 Mon, Wed | Dec. 12 & 14 | 6 – 8:15 p.m. 2 sessions | Main Campus Instructor: Douglas Donaldson

Wed | Feb. 15 | 6 – 10:30 p.m. 1 session | Main Campus Instructor: Douglas Donaldson

A4 Wed | April 12 | 6 – 10:30 p.m. 1 session | Main Campus Instructor: Douglas Donaldson



NEW! Marketing and Sales Tactics for Your Small Business

Strategies to reach your unique market vary considerably from the strategies to reach consumers in terms of messages, media, pricing practices and ultimately selling tactics. Salespeople must understand these differences as they enter the diverse yet lucrative arena of business-to-business commerce. Through 1-on-1 consulting and instructional simulations, learn marketing topics for your small business in B2B marketing and sales. Topics include business-to-business marketing, services marketing and sales.

SBD-003 | \$20 (includes fees: \$20)

A4 Online April 1 – 15 Instructor: Bryan Laing

B4 Online April 15 – 30 Instructor: Bryan Laing

NEW! Marketing Research Process for Your Small Business

Plan and execute sound marketing strategies to encourage your target market(s) to purchase and repurchase your products. Through 1-on-1 consulting and instructional simulations learn marketing strategies for your small business in consumer behavior and market research. Topics include an introduction to marketing, consumer behavior, marketing ethics, market segmentation and market research.

SBD-002 | \$149 (includes fees: \$30)

A4 Online April 1 – 15 Instructor: Bryan Laing

B4 Online April 15 – 30 Instructor: Bryan Laing

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

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

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

A3 Tue, Thu | March 28 & 30 | 6 – 9:15 p.m. 2 sessions | Online Instructor: Megan Odegaard

Raising Money Through Crowd Funding *

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

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

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

A4 Wed | April 26 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

Social Media Content Creation 4

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

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

A3 Fri | March 17 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Megan Odegaard

Understanding Accounting and Financial Statements 1

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

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

A3 Tue, Thu | Jan. 24 & 26 | 9 – 11:30 a.m. 2 sessions | Online Instructor: Thomas Mazerski

A4 Tue, Thu | April 25 & 27 | 9 – 11:30 a.m. 2 sessions | Online Instructor: Thomas Mazerski



Website Development

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

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

A3 Mon | Feb. 13 – 27 | 6 – 7:30 p.m. 3 sessions | Online Instructor: Megan Odegaard

A4 Mon | April 3 – 17 | 6 – 7:30 p.m. 3 sessions | Online Instructor: Megan Odegaard

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ONLINE PARTNERSHIP CLASSES

Blogging and Podcasting for Beginners **

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

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

D2	Online	Dec. 14 – Jan. 20	
А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
Δ4	Online	Anril 12 – May 19	

Business Finance for Non-Finance Personnel ✓A

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

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

А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	

Creating a Successful Business Plan 🖰

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

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

А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	



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 a radically disrupted 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.advantage-c.com/LPAG.

More info: 410-386-8095 info@advantage-c.com



Mastery of Business Fundamentals 🕆

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

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

А3	O nline	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 – April 21	
Α4	Online	April 12 – May 19	

Small Business Marketing on a Shoestring 🐣

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

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

A3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 — March 24	
C3	Online	March 15 — April 21	
Α4	Online	April 12 – May 19	

Start & Operate Your Own Home Based Business ✓↑

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

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

D2 Online Dec. 14 – Jan. 20

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation **O

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

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

A3 Tue, Thu | Jan. 17 – Feb. 23 | 6 – 8:30 p.m. 12 sessions | Online Instructor: Danna Blum



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

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

MGT-591 | \$49 (includes fees: \$30)

A4 Wed | April 19 | 11 a.m. – 12 p.m. 1 session | Online Instructor: Danna Blum

GET HELP PAYING FOR CAREER TRAINING

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

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MANAGEMENT & LEADERSHIP

The need for leadership development has never been more urgent. Contact Advantage C at 410-386-8095 to learn about non-listed management development programs and services. We are committed to helping you and your organization build critical skills and organizational capabilities to succeed in this complex economic environment.

Cultural Awareness and Sensitivity in the Workplace

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

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

A3 Wed | Feb. 15 | 9 a.m. – 1:30 p.m. 1 session | Online Instructor: DaVida Anderson

Promoting Racial Equity and Justice at Work ✓↑

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

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

A3 Wed | March 15 | 9 a.m. – 1:30 p.m. 1 session | Online Instructor: DaVida Anderson

Turning Incivility into a Respectful, Thriving Work Culture

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

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

A3 Tue | Jan. 24 | 9 a.m. – 1:30 p.m. 1 session | Online Instructor: DaVida Anderson



LEADERSHIP FOR THIS NEW WORLD SERIES

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

The Self-Aware Leader 1

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

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

A3 Fri | Jan. 13 – 27 | 11 a.m. – 12:30 p.m. 3 sessions | Online

Building Safety and Trust

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

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

A3 Fri | Feb. 10 – 24 | 11 a.m. – 12:30 p.m. 3 sessions | Online

Focus, Resilience & Essentialism 4

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

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

A3 Fri | March 3 – 17 | 11 a.m. – 12:30 p.m. 3 sessions | Online

REAL ESTATE

Home Inspection Training

* Part of a Workforce Training Certificate; see page 3

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

VOC-330 | \$1,068 (includes fees: \$135)

A3M Jan. 28 – April 15* | 11 sessions
Sat | Jan. 28 – April 8 | 8 a.m. – 4:30 p.m.
Main Campus
8 a.m. – 3 p.m. | April 15
*No class 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 | \$839 (includes fees: \$145)

A3M Tue, Thu | Feb. 28 – May 11* | 6 – 9:15 p.m. 20 sessions | Main Campus Instructor: Stanley Dill *No class 3/21.3/23

COMPUTERS & TECHNOLOGY

Computer and Technology Information Session

NO COST!

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

XXB-200 | No Cost

A2 Tue | Dec. 13 | 9 – 10 a.m. 1 session | Main Campus Instructor: Jeremy Roop

Tue | Dec. 13 | 7 - 8 p.m. 1 session | Online Instructor: Jeremy Roop

Jyn)

COMPUTER APPLICATIONS

Keyboarding 4

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

DAP-347 | \$129 (includes fees: \$105)

D2 Online Dec. 14 – Jan. 20

Microsoft Office Skills: Building a Strong Foundation

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

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

A3 Tue, Thu | March 7 – 16 | 6 – 8:30 p.m. 4 sessions | Main Campus Instructor: Julia Reier

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Word Level 1 4

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

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

A3B Mon, Wed | Feb. 6 – 13 | 6:30 – 8:50 p.m. 3 sessions | Online Instructor: Michele Swing

Word Level 2 4

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

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

A3BP Mon, Wed | March 6 – 13 | 6:30 – 8:50 p.m. 3 sessions | Online Instructor: Michele Swing

Word Level 3 4

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

CMP-044 | \$159 (includes fees: \$60) plus text

Excel Level 1 4

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

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

A3B Mon, Wed | March 27 – April 3 | 6:30 – 8:50 p.m. 3 sessions | Online Instructor: Michele Swing

Excel Level 2 4

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

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

A4BP Mon, Wed | April 24 - May 1 | 6:30 - 8:50 p.m. 3 sessions | Online Instructor: Michele Swing

Excel Level 3 4

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

DAP-019 | \$159 (includes fees: \$60) plus text

27



PowerPoint Level 1 4

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

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

DATA SCIENCE

Certified Business Data Analytics (CBDA) Prep Course

The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully.

CMP-082 | \$1,005 (includes fees: \$995)

A3	Online	Jan. 1 – March 31
A4	O nline	April 1 – June 30

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Introduction to Database Development

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

# CMP-083 \$125 (includes fees: \$105)				
А3	Online	Jan. 18 – Feb. 24		
В3	Online	Feb. 15 – March 24		
C3	Online	March 15 — April 21		
A4	Online	April 12 – May 19		

FINANCIAL

QuickBooks Pro Level 1

* Part of a Workforce Training Certificate; see page 3

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

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

A3B Mon, Wed | Jan. 23 – Feb. 1 | 6 – 9:15 p.m. 4 sessions | Main Campus Instructor: Shanelle Hopkins

QuickBooks Pro Level 2

* Part of a Workforce Training Certificate; see page 3

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

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

A3BP Mon, Wed | Feb. 6 – 15 | 6 – 9:15 p.m. 4 sessions | Main Campus Instructor: Shanelle Hopkins

QuickBooks Pro Certified User Exam Prep

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

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

A3BP Mon, Wed | Feb. 27 & March 1 | 6 – 9:15 p.m. 2 sessions | Main Campus Instructor: Shanelle Hopkins

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CYBERSECURITY

Introduction to PC Security 1

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

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

D2	Online	Dec. 14 – Jan. 20
А3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
A4	Online	April 12 – May 19

Introduction to PC Troubleshooting

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

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

D2 Online Dec. 14 – Jan. 20

CompTIA Network+ Certification Prep ⁴

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

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

D2	Online	Dec. 14 – Jan. 20	
А3	Online	Jan. 18 – Feb. 24	
В3	O nline	Feb. 15 – March 24	
C3	O nline	March 15 — April 21	
Α4	Online	April 12 – May 19	

ADOBE CREATIVE CLOUD

Photoshop Level 1

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

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

A3B Mon, Wed | Feb. 6 – 13 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

PhotoShop Level 2

* Part of a Workforce Training Certificate; see page 3

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

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

A3BP Mon, Wed | March 6 – 13 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

Illustrator Level 1

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

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

A3B Mon, Wed | March 27 – April 3 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

Illustrator Level 2

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

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

A4BP Mon, Wed | April 24 – May 1 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein



InDesign Level 1

* Part of a Workforce Training Certificate; see page 3

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

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

A3B Mon, Wed | Feb. 20 – 27 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

Premiere Level 1: Introduction to Digital Video Editing

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

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

A3B Tue, Thu | Feb. 21 – March 2 | 6:30 – 9:15 p.m. 4 sessions | Main Campus Instructor: Nikola Tzenov

Premiere Level 2: Advanced Digital Video Editing

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

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

A3BP Tue, Thu | March 7 – 16 | 6:30 – 9:15 p.m. 4 sessions | Main Campus Instructor: Nikola Tzenov

CODING & PROGRAMMING

NEW! Intro to IT Networking

* Part of a Workforce Training Certificate; see page 3

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

CMP-079 | \$210 (includes fees: \$60)

A3 Tue, Thu | Feb. 7 – 23 | 6:30 – 8:30 p.m. 6 sessions | Main Campus Instructor: James Sproat

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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

NEW! AWS Academy Cloud Foundations

* Part of a Workforce Training Certificate; see page 3

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

COD-001 | \$410 (includes fees: \$60)

A3P Tue, Thu | Feb. 28 – April 6* | 6:30 – 8:30 p.m. 10 sessions | Main Campus Instructor: James Sproat *No class 3/21.3/23

Basic CompTIA A+ Certification Prep

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

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

D2	Online	Dec. 14 – Jan. 20	
А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 – April 21	
A4	Online	April 12 – May 19	



How to Get Started in Game Development ⁴

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

# CMP-084 \$125 (include	des fees: \$105)
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A3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
A4	Online	April 12 – May 19

Video Game Design and Development 1

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

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

А3	Online	Jan. 1 – March 31	
Α4	Online	April 1 – June 30	

Introduction to Python 3 Programming **

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

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

D2	Online	Dec. 14 – Jan. 20
А3	Online	Jan. 18 — Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
A4	Online	April 12 – May 19

CIW JavaScript Specialist 4

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

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

А3	Online	Jan. 1 – March 31
A4	Online	April 1 – June 30

DIGITAL AND SOCIAL MEDIA

Introductory Seminar in Digital and Social Media 🖰

★ Part of a Workforce Training Certificate; see page 3

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

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

A3 Mon, Wed | Feb. 6 & 8 | 6:30 – 8:30 p.m. 2 sessions | Online

Social Media Strategies and Tactics ✓n

* Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Mon | Feb. 15 – March 6 | 6:30 – 8:50 p.m. 6 sessions | Online



Social Media Analytics: Measuring and Assessing Metrics and ROI 🕆

* Part of a Workforce Training Certificate; see page 3

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

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

A3P Wed, Mon | March 8 – 15 | 6:30 – 8:50 p.m. 3 sessions | Online

Advertising on Social Media 🕆

* Part of a Workforce Training Certificate; see page 3

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

DAP-807 | \$120 (includes fees: \$60)

A3P Wed, Mon | March 29 & April 3 | 6:30 – 8:30 p.m. 2 sessions | Online

Digital and Social Media Program Capstone ◆↑

* Part of a Workforce Training Certificate; see page 3

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

DAP-778 | \$120 (includes fees: \$60)

A4P Wed, Mon | April 5 & 10 | 6:30 – 8:30 p.m. 2 sessions | Online

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 | \$499 (includes fees: \$240)

A3 Jan. 31 – Feb. 23 | 8 sessions

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

Tue \mid Jan. 31 \mid 6:30 – 9 p.m. Online

Thu \mid Feb. 2 – 23 \mid 6:30 – 9 p.m.

Main Campus

Instructors: Geoffrey Voigt

Commercial Remote Pilot Pt. 2

* Part of a Workforce Training Certificate; see page 3

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

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

A3P Feb. 28 – March 16 | 8 sessions

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

Tue, Thu \mid Feb. 28 – March 14 \mid 6:30 – 9 p.m. Online

Sat | March 4 | 9 a.m. — 3 p.m. Main Campus

Sat \mid March 11 \mid 3 - 9 p.m. Main Campus

Thu | March 16 | 6:30 – 9 p.m. Main Campus

Instructor: Jonathan Ardissone

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 | \$399 (includes fees: \$60)

A3P March 30 – April 22 | 5 sessions

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

Thu \mid March 30 \mid 6:30 – 8:30 p.m. Online

Sat \mid April 1 – 15 \mid 9 a.m. – 3 p.m. Main Campus

Sat | April 22 | 3 – 9 p.m. Main Campus

Instructor: Jeff Voigt



Foundations of Aerial Photo and

* Part of a Workforce Training Certificate; see page 3

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

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

A4P April 4 – May 11 | 13 sessions

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

Tue, Thu \mid April 4 - 20 \mid 6:30 - 8:30 p.m. Main Campus

Tue, Thu \mid April 25 – May 11 \mid 6:30 – 8:30 p.m. Online

Sat \mid April 29 \mid 9 a.m. - 2 p.m.

Main Campus Instructor: Nikola Tzenov

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE CAREER FAIR

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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 | \$232 (includes fees: \$85)

A3M Mon, Tue | March 6 – 14 | 6 – 9:15 p.m. 4 sessions | Main Campus Instructor: Steve Klitsch

NEW! Marketing Prospecting and Business Development for Tradespeople

Business development is critical for any business at any time during its existence. Marketing and prospecting are two key components for business development and sustainability. Learn the many ways to market and prospect, with little cash investment, while investing time to create a sustainable business future.

VOC-775 | \$132 (includes fees: \$60)

A4 Mon | April 10 & 17 | 6 - 9:15 p.m. 2 sessions | Main Campus Instructor: Steve Klitsch

NEW! Job Site Etiquette for Tradespeople

Learn proven techniques to provide professional-level service to homeowners while working in your client's home. This course is ideal for home improvement professionals, handyman services, home maintenance technicians and anyone who provides a service in and around residential properties. The level of service you provide is not only measured by the work you perform but also in the way you enter and leave the work areas and the condition in which you leave the property. Discover the details to providing your customers with the highest level of service by observing and respecting the home, leaving them as a highly satisfied customer willing to recommend you and your services.

VOC-777 | \$132 (includes fees: \$60)

A3 Tue | March 28 & April 18 | 6 – 9:15 p.m. 2 sessions | Main Campus Instructor: Steve Klitsch

NEW! Selling, Sales and Salesmanship for Home Service Providers

Gain insight and training in sales, salesmanship and sales management specific to professionals who sell products and services directly to homeowners. Selling in this industry is all about finding solutions. Learn ethical selling approaches and professional techniques to assist homeowners identify solutions for their home improvement, maintenance and remodeling needs. Interact with fellow students to practice and hone your skills in a variety of situations.

VOC-776 | \$179 (includes fees: \$71)

A4 Mon, Tue | April 24 – May 1 | 6 – 9:15 p.m. 3 sessions | Main Campus Instructor: Steve Klitsch



NEW! Writing a Business Plan for the Small Business Tradespeople

Every business needs a business plan – a written document providing a road map to direct your business for sustainability and profitability. Whether there is one employee or dozens of employees, all businesses need a written business plan. Learn the foundation and fundamentals of writing a business plan for your small business. Students will be given a business plan template and, at the completion of class, leave with a customized business plan to implement for success.

VOC-774 | \$132 (includes fees: \$60)

A3 Mon | March 27 & April 11 | 6 – 9:15 p.m. 2 sessions | Main Campus Instructor: Steve Klitsch

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

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

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

A4P April 19 – May 6* | 8 sessions

Wed | April 19 – May 3 | 6 – 9:45 p.m.

Main Campus

May 4 | 8:30 a.m. – 4:30 p.m.

Main Campus

Instructor: James Slater *No class 4/26,4/27,4/28,5/3

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

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

NEW! Beyond Anger Management, Toward Emotional Freedom

Destructive anger - you can live with it, try to manage it or heal the causes. Focus on understanding destructive anger and learn how to find the true causes of that anger. You'll also learn how to heal those causes using a simple acupressure technique known as Emotional Freedom Techniques (EFT). 3 clock hours.

SCW-015 | \$79 (includes fees: \$30)

A3 Fri | Feb. 17 | 9 a.m. – 12:15 p.m. 1 session | Main Campus Instructor: Daniel Holler

Clinical Supervision—How to Be the Best You Can Be!

Often clinicians are promoted into supervisory and management positions with little training. The expectation is that they have been supervised and should be able to execute what they had modeled. But what if your supervisor/manager was not as good as they could have been? What have you missed? Look at how you can develop your own supervisory/management style to bring out the best in your staff. Additional topics include the legal/ethical issues of duty to warn, informed consent, PHI, conflict of interest and professional relationships. 3 clock hours.

SCW-012 | \$79 (includes fees: \$30)

A3 Wed | Jan. 25 | 6 – 9:15 p.m. 1 session | Main Campus Instructor: David Goldman

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

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

SCW-011 | \$79 (includes fees: \$30)

A4 Thu | April 20 | 6 – 9:15 p.m. 1 session | Main Campus Instructor: Elizabeth Guroff

Private Practice—Is It Right for You?

Being independently licensed to provide mental health/social work services is exciting! Review the opportunities and challenges involved in private practice. Do you want to be solo, in a group practice or work as a contractor? Each has its positives, but what is best for you? We'll discuss marketing, managed care, billing, EAP, consultations and incorporation/LLC, preparing you to make an educated decision regarding entering into private practice. 3 clock hours.

SCW-013 | \$79 (includes fees: \$30)

A3 Tue | March 28 | 6 – 9:15 p.m. 1 session | Main Campus Instructor: David Goldman

Jyn)

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician Training I

* Part of a Workforce Training Certificate; see page 3

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

AHE-368 | \$285 (includes fees: \$30)

A3 Feb. 20 – March 13 | 7 sessions

Mon, Wed | Feb. 20 – March 8 | 6 – 9:15 p.m.

Online

Mon | March 13 | 6 – 8 p.m.

Online

Instructor: Holly Bennett

Registered Behavior Technician Training II

★ Part of a Workforce Training Certificate; see page 3

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

AHE-369 | \$285 (includes fees: \$30)

A3P March 15 – April 12* | 7 sessions

Wed, Mon | March 15 – April 10 | 6 – 9:15 p.m.

Online

Wed | April 12 | 6 – 8 p.m.
Online

Instructor: Holly Bennett
*No class 3/20.3/22

Spanish for Social Services 4

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

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

Online Start Anytime | 6 months to complete

MENTAL HEALTH FIRST AID

Mental Health First Aid NO COST!

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

AHE-291 | No Cost

A3 Thu, Fri | Jan. 26 & 27 | 8:30 a.m. – 1 p.m. 2 sessions | Main Campus

B3 Tue, Wed | Feb. 21 & 22 | 12 – 4:30 p.m. 2 sessions | Main Campus

A4 Wed, Thu | April 12 & 13 | 5 – 9:30 p.m. 2 sessions | Main Campus

Youth Mental Health First Aid NO COST!

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

AHE-292 | No Cost

A3 Fri | March 10 | 8:30 a.m. – 3:30 p.m. 1 session | Main Campus



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

Haley Goyette Registered Behavior Technician completer



NEED HELP PAYING FOR CAREER TRAINING?

Scholarships and tuition assistance may be available for eligible non-credit students.

Visit www.carrollcc.edu/tuitionassistance for additional information.



CPR & FIRST AID

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

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

Heartsaver First Aid

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

AHE-277 | \$79 (includes fees: \$42)

A3	Thu Jan. 12 6 – 9:15 p.m.
	1 session Main Campus

A4 Mon | April 24 | 6 – 9:15 p.m. 1 session | Main Campus

Heartsaver CPR AED

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

AHE-379 | \$89 (includes fees: \$48)

A3 Thu | Feb. 2 | 6 – 9:15 p.m. 1 session | Main Campus

Heartsaver First Aid CPR AED

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

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

A3 Mon | Feb. 6 | 4 – 9:15 p.m. 1 session | Main Campus

BLS Provider

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

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

А3	Sat Jan. 28 9 a.m. — 4 p.m. 1 session Main Campus
В3	Sat Feb. 11 9 a.m. — 4 p.m. 1 session Main Campus
C3	Sat Feb. 25 9 a.m. — 4 p.m. 1 session Main Campus

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

A4 Sat | April 8 | 9 a.m. - 4 p.m. 1session | Main Campus

B4 Sat | April 22 | 9 a.m. – 4 p.m. 1 session | Main Campus

BLS Provider Renewal

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

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

A3P	Mon │ Jan. 23 │ 5 – 9:15 p.m.
	1 session Main Campus

B3P Mon | Feb. 20 | 5 – 9:15 p.m. 1 session | Main Campus

A4P Mon | April 17 | 5 – 9:15 p.m. 1 session | Main Campus

DENTAL

Introduction to Dental Assisting

* Part of a Workforce Training Certificate; see page 3

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

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

A3BP Jan. 24 – March 2 | 12 sessions

Tue, Thu | Jan. 24 – March 2 | 5:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

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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. 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 | \$915 (includes fees: \$160) plus text

A3BP March 7 – April 27* | 14 sessions

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

Tue \mid March 7 – April 25 \mid 6:30 – 9:45 p.m. Main Campus

Thu | March 9 – April 27 | 6:30 – 9:45 p.m.

Online

Instructor: Carol Bair *No class 3/21,3/23

Expanded Functions: General Chairside

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

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

A4BMP May 2 – June 8 | 12 sessions

Tue, Thu \mid May 2 – June 6 \mid 6 – 9:15 p.m. Main Campus

Thu | June 8 | 6 - 8:15 p.m.

Main Campus

Instructor: Carol Bair

Radiation Safety Update

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

AHE-270 | \$219 (includes fees: \$56)

A3 March 7 – 14 | 3 sessions

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

Tue \mid March 7 & 14 \mid 6:30 - 9:45 p.m. Main Campus

Thu \mid March 9 \mid 6:30 – 9:45 p.m. Online

Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists 🕆

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

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

Online Start Anytime | 6 months to complete

FREE!

Health Care Training Information Session

Be job ready in as little as two months!

Tuesday, Jan. 10 | 6 - 7:30 p.m.

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

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

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

Find out about:

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

Course #: XXB-140-A3
No cost, but you must
register to reserve your seat.

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

096-04-23 1022 CA



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.

HIPAA Training

* Part of a Workforce Training Certificate; see page 3

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

AHE-147 | \$101 (includes fees: \$30)

A3M Sat | Feb. 4 | 9 a.m. – 2:30 p.m. 1 session | Online Instructor: Cynthia Lazzari

Human Anatomy and Physiology 4

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

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

D2	Online	Dec. 14 – Jan. 20	
А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 – April 21	
A4	Online	April 12 – May 19	

Medical Terminology: A Word Association Approach

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

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

D2	Online	Dec. 14 – Jan. 20	
A3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	

Medical Terminology for Health Careers ⁴

* Part of a Workforce Training Certificate; see page 3

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

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

A3B Tue, Thu | Jan. 24 – Feb. 23 | 6 – 9:15 p.m. 10 sessions | Online Instructor: Cynthia Lazzari

Professional Preparation in Healthcare ✓↑

* Part of a Workforce Training Certificate; see page 3

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

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

A3	Thu, Tue Jan. 12 – 19 6 – 8:45 p.m. 3 sessions Online Instructor: Beth Lee
В3	Wed, Mon Feb. 8 – 15 6 – 8:45 p.m. 3 sessions Online Instructor: Beth Lee

Spanish for Healthcare $^{\circ}$

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

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

Online Start Anytime | 6 months to complete

GET HELP PAYING FOR CAREER TRAINING

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

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

Jyn)

HEALTHCARE OCCUPATIONS

ASSISTED LIVING

Assisted Living Manager

* Part of a Workforce Training Certificate; see page 3

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

AHE-113 | \$1,019 (includes fees: \$30)

A3 Thu | March 9 – May 18* | 8:30 a.m. – 5 p.m. 10 sessions | Main Campus Instructor: James Rowe *No class 3/23

Clinical Patient Management in Assisted Living

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

AHE-483 | \$144 (includes fees: \$30)

A4 April 6 & 13 | 2 sessions

Thu | April 6 | 8:30 a.m. – 5 p.m.

Main Campus

April 13 | 8:30 - 10:30 a.m.

Main Campus

Instructors: James Rowe

Operational Management in Assisted Living

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

AHE-287 | \$144 (includes fees: \$30)

A4 May 11 & 18 | 2 sessions

Thu | May 11 | 8:30 a.m. – 5 p.m.

Main Campus

May 18 | 8:30 - 10:30 a.m.

Main Campus

Instructor: James Rowe

RN Case Manager/Delegating Nurse in Assisted Living

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

NRS-423 | \$244 (includes fees: \$30)

A3P Thu, Fri | Feb. 23 & 24 | 8 a.m. – 4:30 p.m. 2 sessions | Main Campus Instructor: James Rowe

Certificate in End of Life Care 4

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

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

Online Start Anytime | 6 months to complete

HEALTH INFORMATION TECHNOLOGY

Introduction to Electronic Health Records

★ Part of a Workforce Training Certificate; see page 3

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

AHE-212 | \$379 (includes fees: \$49) plus text

A3BMP Tue, Thu | Feb. 28 – April 4* | 6 – 9:15 p.m. 9 sessions | Online Instructor: Denise Reeser *No class 3/21.3/23

TUITION **\$200** OR MORE?

Pay in installments!

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Medical Billing for the Physician's Office

* Part of a Workforce Training Certificate; see page 3

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

AHE-199 | \$529 (includes fees: \$60) plus text

A4B April 11 – May 25 | 14 sessions

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

Tue, Thu \mid April 11 – May 9 \mid 6 – 9:15 p.m. Online

Thu \mid May 11 \mid 6 - 9:15 p.m. Main Campus

Tue, Thu $\,\,\mid\,\,$ May 16 - 18 $\,\,\mid\,\,\,$ 6 - 9:15 p.m.

Online

Tue, Thu \mid May 23 - 25 \mid 6 - 8:15 p.m.

Online

Instructor: Sana Naqvi

Medical Billing and Coding (Voucher Included) ⁴

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

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

Online Start Anytime | 12 months to complete



Advanced Hospital Coding and CCS Prep (Voucher Included) 4

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

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

Online Start Anytime | 6 months to complete

GET HELP PAYING FOR CAREER TRAINING

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

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

OPTICAL ASSISTANT

Become an Optical Assistant 4

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

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

D2	Online	Dec. 14 – Jan. 20	
A3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 – April 21	
A4	Online	April 12 – May 19	

PERSONAL FITNESS 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: \$30) plus text

A3B Tue, Thu | Jan. 31 – May 18* | 12:30 – 1:50 p.m. 30 sessions | Main Campus *No class 3/21.3/23

PHARMACY TECHNICIAN

Pharmacy Technician Training I

* Part of a Workforce Training Certificate; see page 3

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

AHE-356 | \$705 (includes fees: \$103) plus text

A3B Feb. 6 – March 13 | 16 sessions Mon, Wed, Thu | Feb. 6 – March 13 6 – 9:15 p.m. Main Campus

Pharmacy Technician Training II

* Part of a Workforce Training Certificate; see page 3

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

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

J_{yu}

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

AHE-200 | \$945 (includes fees: \$145) plus text

A3BP Feb. 20 – April 19* | 16 sessions

Mon, Wed \parallel Feb. 20 – April 12 \parallel 5:30 – 8:45 p.m. Main Campus

Mon \mid April 17 \mid 3 - 6:15 p.m. Carroll Hospital Center

Wed | April 19 | 5:30 – 8:45 p.m.

Main Campus

Instructors: Brian Rutledge, Emma Eyler

*No class 3/20,3/22

Phlebotomy Technician Training II:

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P April 24 – May 3 | 8 sessions

Mon – Fri $\,\mid\,\,$ April 24 – May 2 $\,\mid\,\,$ 8 a.m. – 5 p.m. Lifebridge Health Labs

Wed \mid May 3 \mid 8 a.m. – 12 p.m. Lifebridge Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P May 3 – 12 | 8 sessions

Wed \mid May $3 \mid 1-5$ p.m. Lifebridge Health Labs

Mon-Fri \mid May $4-12 \mid$ 8 a.m. -5 p.m. Lifebridge Health Labs

Instructor: Emma Eyler

4

I would like to just start off by saying, the course is very straightforward and informative. Brian is a very understanding teacher who takes the course at a good pace, so you can understand everything about phlebotomy. Everything I have learned did help me to get a job. I now work at Frederick Health hospital as a phlebotomist.

Linda Quinn, *Phlebotomy Technician*

Completer



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www.carrollcc.edu/tuitionassistance to learn more!

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE CAREER FAIR

TUESDAY, APRIL 18, 2023

LOOKING FOR A JOB?

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

www.carrollcc.edu/careerfair



STERILE PROCESSING TECHNICIAN

The next Sterile Processing Technician session starts January 2023. Call Diana Dannettel at 410-386-8122 for more information.

Foundations for Healthcare Careers

* Part of a Workforce Training Certificate; see page 3

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

AHE-316

Sterile Processing Technician Training Fundamentals

* Part of a Workforce Training Certificate; see page 3

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

AHE-299

MEDICAL ASSISTANT

NEW! 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: \$200) plus text

A3B Online | Jan. 30 – Feb 26* | 4 sessions Hybrid (online with one or more sessions held on campus)

> Wed | Feb. 1 – 22 | 5 – 9:15 p.m. Main Campus Mon | Feb. 20 | 5 – 9:15 p.m. Main Campus *No class 2/8



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

Bruce Timmcke.

Human Resources Business Partner, Carroll Health Group





NEW! Certified Clinical Medical Assistant Part 2 4

* 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: \$30)

A3P Online | Feb. 27 – April 16* | 5 sessions Hybrid (online with one or more sessions held on campus)

> Wed | March 8 – April 12 | 5 - 9:15 p.m.Main Campus

*No class 3/20-3/26

NEW! Certified Clinical Medical Assistant Part 3 4

* 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: \$200)

A4P Online | April 17 - May 28 | 5 sessions Hybrid (online with one or more sessions held on campus) Wed | April 26 – May 24 | 5 - 9:15 p.m. Main Campus

NEW! Certified Clinical Medical Assistant Part 4 4

* Part of a Workforce Training Certificate; see page 3

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

AHE-654 | \$1,316 (includes fees: \$130)

A4P Online | May 29 – July 9* | 8 sessions

Hybrid (online with one or more sessions held on campus) Wed | May 31 – July 5 | 5 - 9:15 p.m.

Main Campus

Mon | July 3 | 5 - 9:15 p.m.

Main Campus

Sat | July 1 | 9 a.m. – 12:15 p.m.

Main Campus

Sat | July 8 | 9 a.m. – 4 p.m.

Main Campus

*No class 6/21

NEW! 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: \$30)

 $Mon - Fri \mid July 10 - 21 \mid 9 a.m. - 3:30 p.m.$ 10 sessions | Clinical Site

NEW! Certified Clinical Medical

Assistant



EARN YOUR CERTIFICATION IN 26 WEEKS.

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

OUR NEW STREAMLINED PROGRAM FEATURES:

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

REQUIRED COURSES

· Certified Clinical Medical Assistant, Parts 1 - 6

Scholarships and tuition assistance may be available!

See full course descriptions starting on page 42.

See page 7 for Certified Clinical Medical Assistant workforce training certificate details.



Earn While You Learn to Become a CNA/GNA



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

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

Program benefits through local employers may include opportunities for:

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

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

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

NEW! Certified Clinical Medical Assistant Part 6

* Part of a Workforce Training Certificate; see page 3

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

AHE-656 | \$190 (includes fees: \$30)

1P Mon – Fri | July 24 – Aug. 4 | 9 a.m. – 3:30 p.m. 10 sessions | Clinical Site

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 4

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you are fully vaccinated the bivalent booster is also required per the clinical sites. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

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

A3M Mon, Tue, Thu, Fri | Jan. 30 – Feb. 7 8:30 – 11:45 a.m. 6 sessions | Online Instructor: Pamela Haines

B3M Tue, Thu | Jan. 31 – Feb. 16 | 5 – 8:15 p.m. 6 sessions | Online Instructor: Nancy Rogers

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www.carrollcc.edu/tuitionassistance to learn more!

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Certified Nursing Assistant Training Part I

* Part of a Workforce Training Certificate; see page 3

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

AHE-042 | \$1,146 (includes fees: \$125) plus text

A3BMP Mon, Tue, Thu, Fri | Feb. 13 – March 6 8:30 a.m. – 4 p.m.

13 sessions | Main Campus

B3BMP Feb. 21 – April 18* | 18 sessions

Tue, Thu \mid Feb. 21 – April 18 \mid 5 – 9:15 p.m. Main Campus

Sat \mid March 4 – April 15 \mid 8 a.m. – 4:30 p.m. Main Campus

Instructor: Nancy Rogers
*No class 3/11,3/21,3/23,3/25,4/1,4/8

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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

Certified Nursing Assistant Training, Part II

* Part of a Workforce Training Certificate; see page 3

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

AHE-580 | \$802 (includes fees: \$196)

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

A4P April 20 – May 9 | 9 sessions

Thu, Tue $\,\mid\,$ April 20 - May 9 $\,\mid\,$ 5 - 9:15 p.m. Carroll Lutheran Village

Sat | April 22 – May 6 | 7 a.m. – 3:30 p.m. Carroll Lutheran Village Instructor: Danya Shumaker

GNA Skills Lab

* Part of a Workforce Training Certificate; see page 3

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

AHE-455 | \$129 (includes fees: \$40)

A3 Wed | Jan. 4 | 9 a.m. – 3:30 p.m. 1 session | Main Campus

A4P Wed | April 12 | 9 a.m. – 3:30 p.m. 1 session | Main Campus Instructor: Pamela Haines

B4P Wed | June 7 | 9 a.m. – 3:30 p.m. 1session | Main Campus Instructor: Beverly Spicknall

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

AHE-120 | \$111 (includes fees: \$40)

A3MP Fri | Jan. 20 | 8 a.m. – 4:30 p.m. 1 session | Main Campus Instructor: Pamela Haines

B3MP Fri | March 31 | 8 a.m. – 4:30 p.m. 1 session | Main Campus Instructor: Pamela Haines



OSHA/SAFETY/CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

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

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

A3 Mon | Feb. 6 | 4 – 9:15 p.m. 1 session | Main Campus

OSHA

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

OSHA 3015—Excavation, Trenching, & Soil Mechanics

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

SFT-007

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

Excavation, Trenching and Soil Mechanics Train-The-Trainer

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

SFT-008

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

OSHA 511—Basic Course in General Industry

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

VOC-468

A3 Mon – Thu | March 6 – 9 | 8 a.m. – 4 p.m. 4 sessions | Main Campus

Lift Truck Train the Trainer

This OSHA compliant, comprehensive program covers every aspect of lift truck training. Learn about OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 compliance, how to evaluate operators' performance, educate nonoperators 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

A4 Fri | April 7 | 8 a.m. — 4 p.m. 1 session | Main Campus

OSHA 501—Outreach Trainer for General Industry

Prepare to teach the 10- and 30-hour general industry safety and health Outreach Training Program. Using the OSHA General Industry Standards as a guide, learn about those topics required in the 10- and 30-hour programs, with special emphasis placed on those which are most hazardous. Prerequisites: Students must successfully complete the OSHA 511 Occupational Safety and Health Standards for General Industry and have 5 years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for 2 years of work-related experience.

VOC-469

A4 Mon – Thu | April 24 – 27 | 8 a.m. – 4 p.m. 4 sessions | Main Campus

OSHA 2264—Permit Required Confined Space Entry

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

VOC-112

Mon, Tue, Wed | May 22 – 24 | 8 a.m. – 4 p.m. 3 sessions | Main Campus

Confined Space Train the Trainer

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

VOC-113

A4 Thu | May 25 | 8 a.m. – 4 p.m. 1 session | Main Campus



ADDITIONAL CAREER TRAINING

CANNABIS DISPENSARY

NEW! Maryland Medical Cannabis Regulations *

Learn about the legal regulations that govern the Maryland medical cannabis industry. This is an essential course for employment in the industry that examines Maryland Medical Cannabis Commission's regulations for grow facilities, processors and dispensaries. Examine the requirements to become a cannabis cardholder plus testing, packaging and labeling requirements for all Maryland cannabis products.

CWD-004 | \$286 (includes fees: \$60)

A3 Mon, Wed | Jan. 23 – Feb. 8 | 6 – 9:15 p.m. 6 sessions | Online Instructor: Shad Ewart

NEW! Introduction to Cannabis and the Human Body 1

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

CWD-005 | \$286 (includes fees: \$60)

A3 Mon, Wed | Feb. 20 – March 8 | 6 – 9:15 p.m. 6 sessions | Online Instructor: Shad Ewart

Interested in a degree?

Explore Carroll's

CREDIT

PROGRAMS

at www.carrollcc.edu/degree

CHILD CARE

Basic Health & Safety Training 4

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

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

A3 Online Jan. 2 – May 12

CDA Portfolio Development 1

This 30-hour course is designed to help you meet the requirements for the Professional Portfolio that is required to apply for the National CDA credential. Step-by-step guidelines for building the CDA Professional Portfolio are provided as well as helpful resources for building your portfolio. The Professional Portfolio is one of the main components that the CDA Council requires for a National CDA credential.

CCT-517 | \$385 (includes fees: \$30) plus text

A3B Mon, Wed | Feb. 20 – May 3* | 6 – 7:30 p.m. 20 sessions | Online *No class 3/20.3/22

Child Growth and Development 4

★ Part of a Workforce Training Certificate; see page 3

Child Growth and Development examines the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. It reviews prominent theories of development and topics such as health, nutrition, play and the family. This course meets the Maryland State Department of Education Child Development requirement for an initial certificate in Early Childhood Education and Elementary Education and also satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff.

CCT-514 | \$448 (includes fees: \$30) plus text

A3BP Online Jan. 30 - May 19

NEW! Developing Equity in Early Childhood Education

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

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

A3 Wed | Feb. 1 – 22 | 6:30 – 9:45 p.m. 4 sessions | Online

Engaging Children With Remote Learning 🐣

Remote learning is here to stay. Now more than ever, teachers and caregivers are engaging children with remote learning and are tasked with helping parents support learning when working one-onone with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1hr SN.

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

A3 Online Jan. 2 – May 12

Including All Children and the ADA 🖰

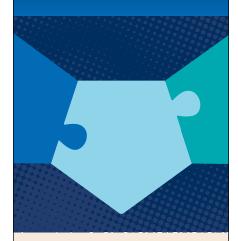
Learn essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early child-hood or school age environment that is inclusive to all children and families. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-487 | \$65 (includes fees: \$50)

A3 Online Jan. 2 – May 12



Volunteer Mediator



LEARN TO HELP COMMUNITY MEMBERS RESOLVE:

- · Family conflicts
- · Landlord/tenant conflicts
- · Business/consumer conflicts
- · Employee conflicts
- · Neighborhood conflicts
- Custody/visitation conflicts
- · And more

TRAINING INCLUDES:

- · 45 hours of classroom training
- · Apprenticeship
- · Co-mediation opportunities
- Evaluation

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

Training starts soon!

Infants & Toddlers: Development & Care 4

* Part of a Workforce Training Certificate; see page 3

Examine the child's growth and development up to age two. Investigate normal stage development, health, feeding, play, rest, identifying possible abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification. Can be taken as a credit or non-credit course.

CCT-512 | \$448 (includes fees: \$30) plus text

A3B Online Feb. 13 – May 19

Methods and Materials in Early Childhood Education ✓↑

* Part of a Workforce Training Certificate; see page 3

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

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

A3B Online Jan. 30 – May 19

Pandemic and Infectious Diseases: Reducing Risks in Child Care

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

CCT-519 | \$85 (includes fees: \$70)

A3 Online Jan. 2 - May 12

Positive Child Guidance and Discipline

Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This new Credential Boosters course aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Child Development three hours.

CCT-481 | \$65 (includes fees: \$50)

A3 Online Jan. 2 – May 12

Pyramid Model for Social and Emotional Competence— Preschool 4

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18 hours CD. 1.8 CEUs.

CCT-511 | \$214 (includes fees: \$185)

A3 Online Feb. 20 – March 20

Nutrition and Active Living 4

Examine the nutritional and physical needs of today's children, and gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Health, Safety & Nutrition three hours.

CCT-485 | \$65 (includes fees: \$50)

A3 Online Jan. 2 – May 12



Resources That Guide Daily Planning 4

Explore state supported early learning and school age standards, guidelines and MSDE approved curriculum such as the Maryland Common Core State Curriculum, Healthy Beginnings, and other state planning resources. Learn what is expected as an early childhood professional when using these resources for planning purposes. Three Core of Knowledge hours awarded.

CCT-448 | \$65 (includes fees: \$50)

A3 Online Jan. 2 – May 12

SIDS 4

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

CCT-494 | \$65 (includes fees: \$50)

A3 Online Jan. 2 - May 12

Supporting Children with Disabilities 省

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-488 | \$65 (includes fees: \$50)

A3 Online Jan. 2 – May 12

Taking Learning Outside 4

Get out! Learn how outdoor learning environments and play space can assist with development and learning. Identify the importance of outdoor activities in all learning domains, examine traditional and non-traditional outdoor learning activities and prepare examples of structured and unstructured outdoor play. Three Core of Knowledge hours awarded.

CCT-461 | \$65 (includes fees: \$50)

A3 Online Jan. 2 - May 12

COMMERCIAL TRUCK DRIVER

For information on CDL-A classes call 410-386-8095.

LAW ENFORCEMENT AND LEGAL CAREERS

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

Paralegal Certification Course 4

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

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

A3B Online Jan. 9 – April 21 **B3B** Online March 6 – June 16

Legal Nurse Consultant Training Course ✓

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

VOC-555 | \$1,205 (includes fees: \$986) plus text

 A3B
 Online
 Jan. 9 – Feb. 24

 B3B
 Online
 March 6 – April 21

Legal Secretary Certificate Course

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

VOC-558 | \$1,005 (includes fees: \$826) plus text

A3B Online Jan. 9 – Feb. 24 **B3B** Online March 6 – April 21

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. 9 – Feb. 24
B3B Online March 6 – April 21

TUITION **\$200**OR MORE? Pay in installments!

Visit

www.carrollcc.edu/tuitionassistance to learn more!



English Language Conversation Groups

Practice your speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

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

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



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



ADULT BASIC EDUCATION

ACADEMIC TEST PREP

SAT/ACT Prep Series 4

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

# AD	S-105	\$209 (includes fees: \$159)	
D2	Online	Dec. 14 – Feb. 24	
А3	Online	Jan. 18 – March 24	
В3	Online	Feb. 15 – April 21	
C3	Online	March 15 — May 19	
Α4	Online	April 12 – June 23	*********

SAT/ACT Preparation: Part 1 1

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

# AD	S-106	\$129 (includes fees: \$105)	
А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	

CAREER DEVELOPMENT

Help With Career Choices

Need help with your career choice? Attend a free monthly session. No cost, but please register to reserve your seat.

#	YYR	-138	∣ No	Cost
#	AAD	-130	I NO	COSE

A3	Mon Jan. 23 6 – 7 p.m. 1 session Main Campus Instructor: Beth Lee
В3	Mon Feb. 27 6 – 7 p.m. 1 session Main Campus Instructor: Beth Lee
C3	Mon March 13 6 – 7 p.m. 1 session Main Campus Instructor: Beth Lee
A4	Mon April 24 6 – 7 p.m. 1 session Main Campus Instructor: Beth Lee

ESOL

American English Pronunciation

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

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

A3B	Tue, Thu Jan. 24 – April 6* 6:30 – 8:30 p.m.
	20 sessions Online
	Instructor: Michelle Muller
	*No class 3/21,3/23

A4B Tue, Thu | April 18 – June 22 | 6:30 – 8:30 p.m. 20 sessions | Online Instructor: Michelle Muller

NEW! Advanced English Preparation 2 *

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

ESL-097 | \$295 (includes fees: \$20) plus text

A3B Mon, Wed | Jan. 23 – April 5* | 6:30 – 8:30 p.m. 20 sessions | Online *No class 3/20.3/22



NEW! Advanced English Preparation 3 ¹

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

ESL-098 | \$295 (includes fees: \$20) plus text

A4B Mon, Wed | April 17 – June 28* 6:30 – 8:30 p.m. 20 sessions | Online *No class 5/29,6/19

NEW! Basic Writing for Speakers of Other Languages

Basic Writing for Speakers of Other Languages provides instruction and practice in writing clear, correct sentences and unified, coherent and adequately developed paragraphs with an emphasis on English grammar and language skills necessary for success in college courses. Students also develop the basic five-paragraph essay. Support for enhancing academic vocabulary is also provided. Placement counseling is required prior to course registration. Contact Lara Truitt at 410-386-8409 or Itruitt@carrollcc.edu for more information and to schedule a counseling appointment.

ESL-092 | \$688 (includes fees: \$144)

A3 Tue, Thu | Jan. 31 – May 18* 11 a.m. – 12:45 p.m. 30 sessions | Main Campus *No class 3/21,3/23

NEW! Writing Effective Paragraphs and Essays For Speakers of Other Languages

Writing Effective Paragraphs and Essays for Speakers of Other Languages provides instruction and practice in writing unified, coherent and adequately developed paragraphs and essays, with an emphasis on English grammar and language skills necessary for success in college courses. Support for enhancing academic vocabulary is also provided. Students who successfully complete this course are eligible to take English 101. Placement counseling is required prior to course registration. Contact Lara Truitt at 410-386-8409 or ltruitt@carrollcc.edu for more information and to schedule a counseling appointment.

ESL-095 | \$688 (includes fees: \$144)

A3 Tue, Thu | Jan. 31 – May 18 11 a.m. – 12:45 p.m. 30 sessions | Main Campus *No class 3/21,3/23

Grammar for ESL

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

ESL-075 | \$129 (includes fees: \$105)

D2	Online	Dec. 14 – Jan. 20
А3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
A4	Online	April 12 – May 19

Interested in a degree?

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at www.carrollcc.edu/degree

TUITION **\$200** OR MORE?

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www.carrollcc.edu/tuitionassistance to learn more!



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, January 24. Spring classes start Tuesday, April 18.

You must attend a FREE information session between November 10 and January 5 to be eligible for Winter classes or between February 7 and March 28 to be eligible for Spring classes. Registration for the info session is required.

Contact us today for available dates.



"I want to encourage someone who is considering Adult Education classes to learn from my story. 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:





ESOL (English for Speakers of Other Languages)

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

Para español, por favor llame 410-386-8630.

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, January 23. Spring classes start Monday, April 17.

You must attend a FREE information session between November 9 and January 4 to be eligible for Winter classes or between February 8 and March 29 to be eligible 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:



96-08-23 103





ART

Drawing and Painting: Beginning

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

PDE-808 | \$219 (includes fees: \$45)

A3M Wed | Jan. 4 – Feb. 22 | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca

B3M Wed | March 1 – April 26* | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca *No class 3/22

Drawing and Painting: Continuing

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

PDE-809 | \$219 (includes fees: \$45)

A3M Wed | Jan. 4 – Feb. 22 | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca

B3M Wed | March 1 – April 26* | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca *No class 3/22

Drawing for the Absolute Beginner 🕆

Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

PDE-004 | \$129 (includes fees: \$105)

D2 Online Dec. 14 – Jan. 20

Studio Art: Drawing and Painting

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

PDE-728 | \$219 (includes fees: \$45)

A3 Wed | Jan. 4 – Feb. 22 | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca

C3 Wed | March 1 – April 26* | 6:30 – 9 p.m. 8 sessions | Main Campus Instructor: Sarah Abel-DeLuca *No class 3/22

B3 Fri | Jan. 20 – March 10 | 9:30 a.m. – 12 p.m. 8 sessions | Main Campus Instructor: Stacy Lund-Levy

D3 Fri | March 31 — May 19 | 9:30 a.m. — 12 p.m. 8 sessions | Main Campus Instructor: Stacy Lund-Levy

Mixed Media Techniques

Explore the roots, history and possibilities of collage and assemblage, including mixed-media techniques, to create one, two or three-dimensional, multi-layered pieces. Combining objects (fairly flat in collage, in full 3-D in assemblage) into one art piece is ideal for expressing complex ideas, themes or designs, and/or suggesting concurrent or overlapping realities or time frames. And it's fun!

DPM-074 | \$105 (includes fees: \$95)

A3 Mon | Feb. 27 – March 13 | 6:30 – 9 p.m. 3 sessions | Main Campus Instructor: Sarah Abel-DeLuca

FINE CRAFT

The Art of Stained Glass I

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

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

A3 Wed | March 29 – May 3* | 6:30 – 9 p.m. 5 sessions | Main Campus Instructor: Cathy Trostle *No class 4/5

Fused Glass Bowl

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

DPM-070 | \$70 (includes fees: \$60)

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

NEW! Fused Glass Weaved Basket

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

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

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

NEW! Here Comes the Sun - Stained Glass Sun Catcher

Longing for those sunny summer days? Brighten your window with your customdesigned suncatcher. Choose from one of our sun designs or use them to design one of your own! All materials provided. Feeling warmer already?

DPM-080 | \$119 (includes fees: \$109)

A3 Wed | Feb. 1 – 15 | 6 – 9 p.m. 3 sessions | Main Campus Instructor: Cathy Trostle

Just 1



Some believe the bluebird is a symbol of joy and hope; others believe it means good news will be arriving soon. Make your own luck by creating a feathered friend for your window. All materials provided to create two bluebirds.

DPM-082 | \$89 (includes fees: \$79)

A3 Thu | May 4 & 11 | 6 – 9 p.m. 2 sessions | Main Campus Instructor: Cathy Trostle

NEW! Stained Glass Butterflies and Dragonflies

Celebrate spring! Use one of our designs or create your own unique butterfly and dragonfly suncatcher. All materials are provided to create at least two suncatchers.

DPM-081 | \$119 (includes fees: \$109)

A3 Wed | March 1 – 15 | 6 – 9 p.m. 3 sessions | Main Campus Instructor: Cathy Trostle

Intro to Ceramics

Try your hand at pottery - one of the oldest decorative arts. Learn pottery skills and discover techniques through projects like making a mug or lidded box from scratch. Discover the history of pottery from Paleolithic to today. Have fun, meet new people and try something new.

DPM-002 | \$174 (includes fees: \$110)

A3 Thu | Jan. 12 – Feb. 16 | 6:30 – 9 p.m. 6 sessions | Main Campus Instructor: Alex Simms

Interested in a degree?



at www.carrollcc.edu/degree

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

A3 Thu | Feb. 23 – March 16 | 6:30 – 9 p.m. 4 sessions | Main Campus Instructor: Alex Simms

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

A3 Thu | March 30 – April 20 | 6:30 – 9 p.m. 4 sessions | Main Campus Instructor: Alex Simms

Studio Ceramics

Create your own body of work. Use our studio utilities to create your unique projects. Assisted by expert guidance and consultation. Students allotted 25 pounds of clay to make hand-built and/or thrown works. For students who have already taken a recent ceramics course.

DPM-027 | \$165 (includes fees: \$155)

A3 Tue | Jan. 17 – Feb. 21 | 6:30 – 9 p.m. 6 sessions | Main Campus Instructor: Alex Simms

B3 Tue | Feb. 28 – April 11* | 6:30 – 9 p.m. 6 sessions | Main Campus Instructor: Alex Simms *No class 3/21

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! Beers and Ciders of England

Explore these two popular United Kingdom beverages! Cider in the UK is widely available at pubs and shops. It has been made in regions of the country where cider apples were grown since Roman times. In those regions, it is intertwined with local culture. Beer has been brewed in England for thousands of years. As a beer-brewing country, it is known for top fermented cask beer, also called real ale, which finishes maturing in the cellar of the pub rather than at the brewery and is served with only natural carbonation.

C00-085 | \$74 (includes fees: \$64)

A3 Tue | March 7 | 6 – 9 p.m. 1session | PubDog Brewing Company Instructor: George Humbert

Blue Zone Cooking: Intro

Explore the way of eating that has yielded the statistically longest-lived people. Discuss why that food has enabled populations to elude chronic disease. Watch and cook along with a few of the recipes from the Blue Zones. Hands-on course.

COO-066 | \$74 (includes fees: \$64)

A3 Mon | Jan. 23 | 6 – 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Greg Hutsell



Blue Zone Cooking: Sardinia

Visit this Mediterranean island - home to the greatest concentration of male centenarians in the world - and you'll discover healthy lifestyles that have not changed much since the time of Christ. Join us as we make a few of the delicious recipes in the Mediterranean style. In person, hands-on course.

COO-075 | \$83 (includes fees: \$73)

A3 Mon | March 6 | 6 – 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Greg Hutsell

Blue Zone Cooking: US

The Loma Linda, CA area is the core of America's blue zone region. They live as much as a decade longer than the rest of us, and much of their longevity can be attributed to vegetarianism and regular exercise. Watch and cook along with a few of the recipes from these long-living Californians. Hands-on course.

C00-067 | \$74 (includes fees: \$64)

A3 Mon | Feb. 6 | 6 - 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Greg Hutsell

NEW! British Curry

Although curry is an Indian dish modified for British tastes, it is so popular that it contributes more significantly to the British economy! Learn about this popular dish and discover the secret in the sauce.

COO-081 | \$79 (includes fees: \$69)

A3 Wed | March 29 | 6 – 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Greg Hutsell

NEW! British Teas and Traditions

Since the 18th century, the United Kingdom has been one of the world's largest tea consumers. Originally an upper-class drink in Europe, tea gradually spread through all classes, eventually becoming a common drink. It is still considered an important part of the British identity and is a prominent feature of British culture and society.

COO-082 | \$47 (includes fees: \$37)

A3 Thu | Feb. 9 | 6:30 – 9 p.m. 1 session | Main Campus Instructor: Lora Andrews

NEW! Charcuterie Art: Valentine's Dav

Create your own 12-inch Valentine's Day themed charcuterie board. Learn the basics of charcuterie art. Everything you need to cut, fold and style is provided. ALLERGY ALERT: Nuts (almonds) may be present.

COO-084 | \$74 (includes fees: \$64)

A3 Mon | Feb. 13 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Beth Sebian

Cooking From Your Pantry

Beat culinary boredom and create interesting, economical, healthy meals from basic foods that most people already keep on hand. No exotic ingredients, no special trips to the grocery store; just culinary success without the fuss! Recipes and a list of ingredients that can be kept on hand will be included. Hands-on course.

C00-043 | \$76 (includes fees: \$66)

A3 Tue | Jan. 31 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Tim Norwood

Crockpot Cuisine

Ah, the convenience of meals you can make ahead of time and slow cook while you're away! Imagine having dinner all but done when you walk in the door. Gather recipes from our chef that you can customize at home to make a fabulous meal. Discuss meal planning and makeahead tips to make your prep easier.

C00-037 | \$87 (includes fees: \$77)

A3 Tue | Jan. 17 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Tim Norwood

French Quarter Cooking: Creole Cuisine

Enhance your skills and learn to cook the amazing culinary specialties of Creole foods that entice our taste buds and help make the French Quarter cuisine so distinct. Whip up a shrimp and sausage gumbo. Work some magic on beef grillades with fried okra and dirty rice. Finish with a bourbon bread pudding. Hands-on.

COO-034 | \$68 (includes fees: \$58)

A3 Wed | Feb. 22 | 6 – 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Greg Hutsell

HAVE MORE FUN TOGETHER!



Take a class with a **friend**, **family member** or a **group!**

Take an **ART CLASS** with your co-workers.

How about a **COOKING CLASS** for your book club?

Or a **STAINED GLASS CLASS** with your family?

We can do that... AND MORE!

CUSTOMIZE YOUR OWN CLASS IN:

Cooking | Fine Craft | Painting Photography | And much more!

Take a look and choose any class that interests you!

"Our daughter signed us up for a history class and wow! We were able to learn so much together. We enjoyed it so much, we signed up for the whole session and the next!"

-Ruth Ann Wood

096-16-23-1022

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



Greek and the Mediterranean Tastes

Explore the beautiful cuisine of Greece and the Mediterranean. Meld coastal and inland cuisines to prepare an authentic meal. Make use of vegetables, olive oil, meat and more. Discover the cuisine that is strongly influenced by its neighbors. Hands-on course.

COO-010 | \$85 (includes fees: \$75)

A3 Wed | Jan. 11 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Greg Hutsell

Homemade Dressings

Skip the bottled stuff and use these healthy salad dressing recipes to make your own at home for a fraction of the cost! Make the dressing to suit your taste. Or perhaps create your own blend to bottle for friends and family. A good salad dressing goes a long way to making veggies exciting (even for those who aren't fans).

COO-063 | \$63 (includes fees: \$53)

A4 Tue | May 16 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Tim Norwood

Kitchen Tools & Equipment

Explore all those cool kitchen gadgets. Get your questions answered as we tour basic kitchen tools and find out what equipment the average home cook really needs. Learn to adapt your basic tools to do the gourmet jobs. Experience how easy it can be to use the right tool for the right job.

C00-045 | \$74 (includes fees: \$64)

A4 Tue | April 18 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Tim Norwood

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NEW! Middle East Kabobs

Discuss the history of Middle East cuisine while making delicious kabobs. Learn about the importance of grains in a meal as the naan bakes. It tastes delicious and is ideal for scooping up hummus and other dips. Discover the spices and flavors that make this area's cuisine unique and sought after. Middle Easterners eat a diet rich in vegetables, fruit, nuts, dairy products and rice. Discover the ingredients that make Middle Eastern dishes so yummy!

C00-086 | \$76 (includes fees: \$66)

A3 Thu | March 2 | 6 – 9 p.m. 1session | Carroll County Career & Tech Center Instructor: Syeda Khan

Start Your Own Edible Garden 🕆

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. You'll begin by figuring out which type of garden is right for you. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard. You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. You'll even learn to understand fertilizers and make compost! Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

COO-058 | \$129 (includes fees: \$119)

А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	

HISTORY, CULTURE & WORLD VIEW

The Geology of Carroll County

Explore all the local geology Carroll County has to offer! Discuss the underlying bedrock and where radon could be a hazard. Debate the impact of geology on the agricultural history of the county. Consider where mineral resources are mined and utilized today. Join our first session in the classroom, then venture out on a Saturday field trip.

HCW-090 | \$69 (includes fees: \$59)

A4 April 6 & 8 | 2 sessions
Thu | April 6 | 6 - 9 p.m.
Main Campus
April 8 | 9 a.m. - 12 p.m.
Outdoors
Instructor: Mona Becker

NEW! Adolf Hitler and the Third Reich

Analyze the major themes, people and ideas in German history from 1919 to 1945. Focus on the Nazi period after 1933. Examine the roots of Nazism, the personality of Hitler, the development of the totalitarian state, the events leading to the Second World War in Europe, Germany's strategy in the war and the meaning of the Holocaust.

HCW-008 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* | 2 – 3:20 p.m. 28 sessions | Main Campus Instructor: Katherine Fanning *No class 3/21,3/23

The Battle of Fort Washington, November 15 – 16, 1776

The surrender of Fort Washington on Saturday, November 16, 1776, was the one of the worst defeats suffered by the Americans during the War for Independence and marked the lowest point of the war for George Washington. Examine the battle, paying particular attention to the pivotal role played by the Maryland soldiers of Stephenson's Rifle Regiment and the 7th Maryland Independent Company.

HCW-118 | \$49 (includes fees: \$39)

A3 Thu | March 9 | 6 – 9 p.m. 1 session | Main Campus Instructor: Derrick Lapp



NEW! The Life and Legacy of Harriet Tubman

Harriet Tubman was born in March 1822 in Dorchester County, Maryland. Best known as a conductor of the Underground Railroad, Tubman was an abolitionist, political activist and war veteran who went on thirteen missions to rescue 70 enslaved people. Examine the facts of her life, as well as the impact her courage and actions have left on American society.

HCW-119 | \$49 (includes fees: \$39)

A3 Thu | Feb. 23 | 6 – 9 p.m. 1 session | Main Campus Instructor: Judy Morley

NEW! Williamsport, D.C.? How a Small Town In Western Maryland Vied Briefly to Become the Nation's Capital

On January 24, 1791, President George Washington informed Congress of the site selected to be the capital of the new United States of America. Explore the politics and process during the 1st Congress to find a suitable seat for the "federal city" and how Williamsport, Maryland came close to becoming the capital district.

HCW-117 | \$49 (includes fees: \$39)

A3 Thu | Feb. 9 | 6 – 9 p.m. 1 session | Main Campus Instructor: Derrick Lapp

WORLD VIEW

American Civil Rights Movement

Survey the grassroots struggle of African Americans to gain equality and justice in the United States. Trace the movement from the years of Jim Crow South, when racism, segregation and discrimination reigned, through its achievements in the 1950s and 1960s. Focus on major events and personalities that transformed American society as well as issues that remain unresolved and important for race relations today. Co-listed with credit.

PDE-921 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* | 12:30 – 1:50 p.m. 28 sessions | Main Campus Instructor: Robert Young *No class 3/21,3/23

Contemporary Issues in Social

Evaluate classic theories of justice and those from marginalized groups. Extend theories to institutionalized forms of racial and gender discrimination; economic inequity and poverty; systemic disparities in access to health care, education and other social goods; the legal status and treatment of immigrants, migrants, asylum seekers and refugees; and the impact of globalization and environmental issues on social equity. Co-listed with credit.

HCW-073 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 30 – May 10*
12:30 – 1:50 p.m.
28 sessions | Main Campus
Instructor: Eric Hess
*No class 3/20.3/22

Death and Dying 4

Take an in-depth and interdisciplinary approach to the study of death and dying. Explore this final stage of development from various perspectives, cultures and spiritual realms. Focus on the dying process, death rituals, the grieving process, bereavement practices, and theories and beliefs regarding the afterlife. Co-listed with credit.

PDE-104 | \$454 (includes fees: \$35) plus text

A3B Wed | Feb. 1 – May 10* | 12:30 – 1:50 p.m. 14 sessions | Online Instructor: Eric Hess *No class 3/22

Ethics

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

PDE-083 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* 11 a.m. – 12:20 p.m. 28 sessions | Main Campus *No class 3/21.3/23

Social Psychology

Examine social influences on individual and group behavior. Topics include perception of people and events, attitudes and persuasion, social relationships, altruism and aggression. Co-listed with credit.

PDE-103 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* | 9:30 – 10:50 a.m. 28 sessions | Main Campus Instructor: Eric Hess *No class 3/21,3/23

HOME & HOBBY

NEW! Importance of Being Native: How to Design a Native Garden

Dreaming of a garden full of native flowers, butterflies, bees and other wildlife? Make that dream a reality with these tips from start to finish. First, look at the indispensable web of life to see how all living things in an ecosystem depend on all other things. Next, learn about species and how to read plant labels. Plants and design take center stage next! See which plants draw butterflies, bees and birds. Learn how to choose the right plants for your garden, sunny or shady. Finally, draw your garden and fill it with Maryland plants. Plant lists are provided.

PDE-126 | \$49 (includes fees: \$39)

A3 Tue | March 7 | 6:30 – 9:30 p.m. 1 session | Main Campus Instructor: Laura O'Callaghan

Cool Classes 2gether

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

Fun, interactive classes for a parent — or grandparent, aunt, uncle or godparent — and child. Course cost includes one adult and one child ages 9 - 15.

Family Hikes



Bring your family hiking and learn basic safety and hiking techniques. You'll explore some of the best hiking paths and trails in the surrounding area.

Designed for beginners but all are welcome. Each date will have a scheduled hiking destination. The week of your scheduled hike, you will receive an email with detailed information about your hike (what to bring, where to meet, instructor contact info, etc.). Cost includes one adult and one child aged 9 – 15. Call 410-386-8100 to register included child.

Instructor: Bud Grace

FAM-003-A3GT | \$54 (includes fees: \$44)
Saturday, March 11, 9 a.m. – 12 p.m.
Union Mills Reservoir Trail

FAM-003-A4GT | \$54 (includes fees: \$44) Saturday, April 15, 9 a.m. – 12 p.m. Patapsco Valley State Park

Ceramic Fairy Garden House



Create your own fairy garden house that can be designed for outside use in your garden or to display inside. Utilize a variety of ceramic building techniques

and decorate with embossment, carving and glazing to create a durable, beautiful handmade fairy garden house. All supplies provided. Cost includes one adult and one child aged 9 – 15. Call 410-386-8100 to register included child. Instructor: Alex Simms

FAM-001-A3G | \$105 (includes fees: \$95) Saturdays, Jan. 21 – Feb. 4, 9:30 a.m. – 12 p.m. (3 sessions) Main Campus

Fused Together Suncatchers



No foolin'! Join us April 1 for a special hands-on, creative workshop for you and your child. Learn basic fusing principles and then combine colors and shapes to

create two unique suncatchers—one for each of you! All materials provided. Projects will be fired offsite. (Allow two weeks for pick up.) Cost includes one adult and one child aged 9 – 15. Call 410-386-8100 to register included child. Instructor: Cathy Trostle

FAM-002-A3G | \$99 (includes fees: \$89) Saturday, April 1, 9 a.m – 12 p.m. | Main Campus

Collaborate Kitchen



Have fun together in the kitchen! Create yummy cookies using the techniques of real chefs. Learn your way around the kitchen, practice your measuring skills

and discover how to make delicious treats in this enjoyable experience. Cost includes one adult and one child aged 9-15. Call 410-386-8100 to register included child. Instructor: Tim Norwood

FAM-004-A3G | \$99 (includes fees: \$89) Saturday, Feb. 25, 9 a.m. – 12 p.m. Carroll County Career & Tech Center

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

196-09-23 102



Introduction to Digital Scrapbooking 🖰

Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images - the tools are all available to you. Come take your scrapbooking to a new level!

PDE-110 | \$129 (includes fees: \$119)

А3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 – March 24	
C3	Online	March 15 – April 21	
A4	Online	April 12 – May 19	

Introduction to Stock Options 1

Learn how stock options can protect your portfolio and help you profit in any type of market. You will begin by examining the origin of stock options and learn the real risks involved. Then, you will identify the jargon, symbols, and other peculiarities of options in a way that's easy to understand. You will explore exchange-traded funds (ETFs), which offer exciting option investments you may eventually consider.

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

А3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	O nline	March 15 – April 21
Α4	Online	April 12 — May 19

Personal Finance 4

Protect your assets and discover how best to achieve all your financial goals. This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future.

FIN-018 | \$129 (includes fees: \$105)

A3	Online	Jan. 18 – Feb. 24	
В3	Online	Feb. 15 — March 24	
C3	Online	March 15 — April 21	
A4	Online	April 12 – May 19	

Stocks, Bonds, and Investing: Oh My! ⁴↑

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

# FIN-089	\$129	(includes	fees:	\$105)
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D2	Online	Dec. 14 – Jan. 20
А3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
Α4	Online	April 12 – May 19

Where Does All My Money Go? 4

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt but don't know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren't many places that you can go to learn these principles, so take advantage of this opportunity to learn online.

XXQ-227 | \$129 (includes fees: \$119)

А3	Online	Jan. 18 – Feb. 24
В3	Online	Feb. 15 – March 24
C3	Online	March 15 – April 21
Α4	Online	April 12 – May 19



June 26 - Aug. 18, 2023

Over 100 full and half day camps to mix & match a great summer enrichment adventure for ages 5 – 15.

Look for more details online in February.

CAN'T WAIT FOR SUMMER?

Check out our Classes 2gether Teen College classes! Or visit KidsatCarroll on Facebook!





LANGUAGES

ASL: Basic I

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

FLC-202 | \$159 (includes fees: \$30) plus text

A3B Thu | Feb. 16 – March 30* | 6 – 8:30 p.m. 6 sessions | Main Campus Instructor: Charlene Vandusen *No class 3/23

ASL-Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

FLC-248 | \$159 (includes fees: \$30) plus text

A4B Thu | April 13 – May 18 | 6 – 8:30 p.m. 6 sessions | Main Campus Instructor: Rebekah Krolus-Scheffel

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 | \$135 (includes fees: \$30) plus text

A3BP Thu | Jan. 5 – Feb. 2 | 6 – 8:30 p.m. 5 sessions | Main Campus Instructor: Charlene Vandusen

Conversational Spanish

Increible! Build your confidence, skills and expand prior learning. Review the essentials you need to understand and be understood. For students with prior Spanish experience.

FLC-281 | \$159 (includes fees: \$30)

A3 Tue | Jan. 31 – March 7 | 6:30 – 9 p.m. 6 sessions | Main Campus Instructor: Lara Truitt

MOTORCYCLE & PERSONAL SAFETY

HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction that 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-sight to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

PDE-080 | \$135 (includes fees: \$110)

A3T Sat \mid Jan. 21 \mid 8 a.m. - 12:15 p.m. 1 session \mid Main Campus

B3T Thu | Feb. 9 | 5:45 – 10 p.m. 1 session | Main Campus

C3T Tue | March 14 | 5:45 – 10 p.m. 1 session | Main Campus

A4T Sat | April 8 | 8 a.m. – 12:15 p.m. 1 session | Main Campus

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MOTORCYCLE SAFETY

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

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

Motorcycle Safety & Licensure Review

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

TRA-044 | \$309 (includes fees: \$125)

A4 April 12 – 16 | 3 sessions

Wed | April 12 | 6 – 10 p.m. Main Campus

Sat, Sun | April 15 & 16 | 8 a.m. – 2:30 p.m.

Parking Lot

B4 April 19 – 23 | 3 sessions Wed | April 19 | 6 – 10 p.m. Main Campus Sat, Sun | April 22 & 23 | 8 a.m. – 2:30 p.m. Parking Lot

C4 April 26 – 30 | 3 sessions Wed | April 26 | 6 – 10 p.m. Main Campus Sat, Sun | April 29 & 30 | 8 a.m. – 2:30 p.m. Parking Lot

D4 May 3 – 7 | 3 sessions

Wed | May 3 | 6 – 10 p.m. Main Campus

Sat, Sun | May 6 & 7 | 8 a.m. – 2:30 p.m.

Parking Lot

E4 May 10 – 14 | 3 sessions

Wed | May 10 | 6 – 10 p.m. Main Campus

Sat, Sun | May 13 & 14 | 8 a.m. – 2:30 p.m.

Parking Lot

F4 May 17 – 21 | 3 sessions

Wed | May 17 | 6 – 10 p.m. Main Campus

Sat, Sun | May 20 & 21 | 8 a.m. – 2:30 p.m.

Parking Lot

64 May 31 - June 4 | 3 sessions Wed | May 31 | 6 – 10 p.m. Main Campus Sat, Sun | June 3 & 4 | 8 a.m. – 2:30 p.m. Parking Lot

62



- H4 June 7 11 | 3 sessions

 Wed | June 7 | 6 10 p.m. Main Campus

 Sat, Sun | June 10 & 11 | 8 a.m. 2:30 p.m.

 Parking Lot
- 14 June 14 16 | 3 sessions
 Wed | June 14 | 9 a.m. 1 p.m. Main Campus
 Thu, Fri | June 15 & 16 | 8 a.m. 2:30 p.m.
 Parking Lot
- J4 June 21 25 | 3 sessions Wed | June 21 | 6 – 10 p.m. Main Campus Sat, Sun | June 24 & 25 | 8 a.m. – 2:30 p.m. Parking Lot

ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older.

TRA-058 | \$185 (includes fees: \$162)

- A4 Fri | April 14 | 8 a.m. 5 p.m. 1 session | Parking Lot
- **B4** Fri | May 12 | 8 a.m. 5 p.m. 1 session | Parking Lot

Basic RiderCourse 2 - License Waiver

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

Register for these sessions to use a college motorcycle:

TRA-060 | \$279 (includes fees: \$124)

- **B4** Fri | April 21 | 8 a.m. 5 p.m. 1 session | Parking Lot
- C4 Fri | May 5 | 8 a.m. 5 p.m. 1 session | Parking Lot
- **E4** Fri | June 9 | 8 a.m. 5 p.m. 1 session | Parking Lot

Register for these sessions to use your own motorcycle:

TRA-060 | \$229 (includes fees: \$74)

B4CYC Fri | April 21 | 8 a.m. – 5 p.m. 1 session | Parking Lot

D4CYC Fri | May 19 | 8 a.m. – 5 p.m. 1 session | Parking Lot

E4CYC Fri | June 9 | 8 a.m. – 5 p.m. 1 session | Parking Lot

Motorcycle Safety

Get Ready to **Ride...**



COURSES OFFERED
APRIL – NOVEMBER

Basic Motorcycle Safety (BRC)

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

NEW! Basic RiderCourse 2 – License Waiver

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

ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



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

Ju

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

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

Applied Music Lessons – 30 Minutes

4 sessions

MSC-008 | \$125 (includes fees: \$115)

A3 Jan. 3 – 24 4 sessions | Main Campus To be scheduled individually

15 sessions

MSC-008 | \$406 (includes fees: \$396)

33 Jan. 30 – May 15*
15 sessions | Main Campus
To be scheduled individually
*No class 3/20 week

Applied Music Lessons - One Hour

4 sessions

MSC-010 | \$225 (includes fees: \$215)

A3 Jan. 3 – 24 4 sessions | Main Campus To be scheduled individually

15 sessions

MSC-010 | \$786 (includes fees: \$776)

B3 Jan. 30 – May 15*
15 sessions | Main Campus
To be scheduled individually
*No class 3/20 week

Interested in a degree?



at www.carrollcc.edu/degree

MUSIC

Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Alfred's Basic Adult Piano Course, Level 1 Lesson Book. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-036 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 13 – March 17 | 9 – 10 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

A4B Fri | April 7 – June 9 | 9 – 10 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

Class Piano for Adults - Continuing II

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Alfred's Basic Adult Piano Course Level 1, later the class transitions into Alfred's Basic Adult Piano Course, Level 2. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-037 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 13 – March 17 | 10 – 11 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

A4B Fri | April 7 — June 9 | 10 — 11 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

Class Piano for Adults: Accelerated Beginner

Continue to work through the Alfred's Basic Adult Piano Course, Level 2 and Level 3 (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading.

XXZ-482 | \$105 (includes fees: \$95) plus text

A3B Fri | Jan. 13 – March 17 | 10 – 11 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

A4B Fri | April 7 – June 9 | 10 – 11 a.m. 10 sessions | Main Campus Instructor: Kathy Novalis

Fundamentals of Music

A general introduction to reading and writing music. Elements of music, notation and terminology, theory, scale formation, triads, chords and their inversions, sight-singing, ear training and an introduction to the keyboard are included. Co-listed with credit.

MSC-005 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* 11 a.m. – 12:20 p.m. 28 sessions | Main Campus *No class 3/21,3/23

Cover Band

Musical fun and group jam sessions are here! Learn tips and tricks to learn songs quickly and optimize rehearsal time. No worries, no pressure; just relaxed instruction in a supportive environment. Organized jam sessions are a great way to get back into playing music. Students must have their own instrument.

MSC-062 | \$125 (includes fees: \$115)

A3 Thu | March 30 – May 4 | 6 – 8:30 p.m. 6 sessions | Main Campus Instructor: John Knoll



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 | Jan. 31 – May 16* | 9 – 11 a.m. 15 sessions | Main Campus *No class 3/21

Introduction to Music Technology

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

MSC-063 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* | 2 – 3:20 p.m. 28 sessions | Main Campus *No class 3/21.3/23

Stress Free Guitar

Fun and stress-free guitar learning for adults is here! No worries, no pressure, just relaxed guitar instruction in a supportive environment. Love for the guitar is the only prerequisite. Your instructor is well acquainted with performance anxiety. Overcome physical discomfort by learning how to play through dry mouth, racing heart and shaking hands. You can even enroll, attend and decide not to play at any time with no pressure or consequence. It's all good in this class. Students must bring their own instrument.

MSC-061 | \$125 (includes fees: \$115)

A3 Thu | Feb. 2 – March 9 | 6 – 8:30 p.m. 6 sessions | Main Campus Instructor: John Knoll

ENSEMBLES

Guitar Ensemble

Guitar Ensemble provides guitarists with ensemble and performance experience. Repertoire includes classical, jazz, rock and blues styles arranged in guitar ensemble format. A repertoire of varied selections is prepared for College and public performances.

XXZ-554 | \$60 (includes fees: \$50)

A3P Mon | Jan. 30 – May 15* | 7 – 9 p.m. 15 sessions | Main Campus *No class 3/20

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)

B3P Mon | Jan. 30 – May 15* | 5 – 7 p.m. 15 sessions | Main Campus *No class 3/20

A3P Wed | Feb. 1 – May 17* | 5 – 7 p.m. 15 sessions | Main Campus *No class 3/22

Advanced Rock N' Roll Ensemble

To audition, contact the Performing Arts Office at 410-386-8575.

MSC-054 | \$60 (includes fees: \$50)

A3P Tue | Jan. 31 – May 16* | 5 – 7 p.m. 15 sessions | Main Campus *No class 3/21

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 Mon | Jan. 30 – May 15* | 7 – 9 p.m. 15 sessions | Main Campus *No class 3/20

THEATER

NEW! Acting for Non-Majors

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

HCW-120 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 30 − May 10* 11 a.m. − 12:20 p.m. 28 sessions | Main Campus *No class 3/21.3/23

NEW! 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-121 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Jan. 31 – May 11* | 12:30 – 1:50 p.m. 28 sessions | Main Campus *No class 3/21.3/23

NEW! 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-122 | \$454 (includes fees: \$35) plus text

A3B Mon, Wed | Jan. 30 – May 10* 12:30 – 1:50 p.m. 28 sessions | Main Campus *No class 3/21.3/23



PHOTOGRAPHY

Operating Your Digital Camera

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

XXZ-358 | \$69 (includes fees: \$59)

A3 Wed | Jan. 4 & 11 | 6 – 9 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

B3 Sat | Jan. 21 & 28 | 9 a.m. – 12 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

C3 Sat | March 4 & 11 | 9 a.m. – 12 p.m. 2 sessions | Main Campus Instructor: Daniel Humphries-Russ

D3 Wed | April 19 &26 | 6 – 9 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

XXZ-566 | \$155 (includes fees: \$145)

A3P Tue | Jan. 24 – Feb. 21 | 6:45 – 9:15 p.m. 5 sessions | Main Campus Instructor: Daniel Humphries-Russ

Crafting the Photograph: Level 2

Take your photos to the next level. Learn how and when to go beyond basic camera techniques to create accomplished photographs of people, animals, landscapes, plants and still life. Explore depth of field, shutter speed, filters, lenses and more. Bring your loaded single lens reflex (SLR) digital or 35mm film camera to each class. Prerequisites: Crafting the Photograph: Level 1, or a basic photography class or experience with an adjustable camera.

XXZ-586 | \$149 (includes fees: \$139)

A3P Wed | March 8 – April 5* | 6:30 – 9:30 p.m. 4 sessions | Main Campus Instructor: Walter Calahan *No class 3/22

Available Light Photography

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

XXZ-201 | \$65 (includes fees: \$55)

A3P Tue | March 7 & 14 | 6:30 – 9 p.m. 2 sessions | Main Campus Instructor: Daniel Humphries-Russ

Cell Phone Photography

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

XXZ-893 | \$69 (includes fees: \$59)

A3 Sat | Feb. 11 & 18 | 9 a.m. – 12 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

Creating Vision in Photography

Transform your photos! Express your ideas, interests and uniqueness through creative vision. Discuss and illustrate good composition, critically examine photographs, explore the elements of a photographer's toolbox and examine different exercises to stimulate creativity.

PHO-006 | \$79 (includes fees: \$69)

A3 Wed | Jan. 25 & Feb. 1 | 6 – 9 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

How To Control Depth of Field

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

XXZ-140 | \$49 (includes fees: \$39)

A4P Tue | April 18 | 6:30 – 8:30 p.m. 1 session | Learning Resource Center Instructor: Walter Calahan

Nikon DSLR: Set-up and Functions

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

XXZ-588 | \$45 (includes fees: \$35)

A4P Tue | April 4 | 6:30 – 9 p.m. 1session | Main Campus Instructor: Daniel Humphries-Russ



Understanding Your Canon Camera

Learn the features and functions of your Canon camera including displays, menus, buttons and dials. Learn to navigate menus, customize your camera and fine-tune exposure controls to create wonderful photos. Bring your camera, user's manual, formatted memory card and a charged battery to class. For Canon cameras only. Prerequisite: Operating your Digital Camera

PHO-007 | \$49 (includes fees: \$39)

A3 Wed | Feb. 22 | 6:30 – 9:30 p.m. 1 session | Main Campus Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Introduction to Birdwatching in Carroll County

Birding is a great skill and a fun hobby. Find out what you can do at home to help the birds and become a Citizen Scientist! Help other amateur birdwatchers, professional scientist and the birds. Learn the basics from a passionate instructor and discover the amazing birds here in Carroll County! Spend the first class in the classroom learning the ropes and downloading the optional apps. Second class meets outside on the campus of Carroll Community College. Go birding as a group with your expert instructor right in our own backyard.

ADV-021 | \$88 (includes fees: \$78)

A4T April 6 & 15 | 2 sessions

Thu \mid April 6 \mid 7 – 9 p.m. Main Campus

April 15 | 7:30 – 10:30 a.m.

Outdoors

Instructor: Susan Muller

Gentle Yoga

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

XXZ-862 | \$97 (includes fees: \$87)

A3 Sat | Jan. 7 – Feb. 18* | 9 – 10:30 a.m. 6 sessions | Main Campus Instructor: Syeda Khan *No class 1/14

B3 Sat | March 4 – April 15* | 9 – 10:30 a.m. 6 sessions | Main Campus Instructor: Syeda Khan *No class 3/25

LaBlast—Fitness Powered by Dance

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

XXQ-979 | \$135 (includes fees: \$125)

A3 Mon, Wed | Jan. 2 – April 19* | 6 – 7 p.m. 29 sessions | Main Campus Instructors: Deanna Dovel and Lori Maccia *No class 3/20.3/22.1/16

Intro to Pickleball

Come play Pickleball! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

XHW-001 | \$55 (includes fees: \$45)

A3 Fri | Jan. 6 – Feb. 3 | 1:15 – 2:15 p.m. 5 sessions | Main Campus Instructor: Larry Wood

B3 Tue | Feb. 7 – March 7 | 5:30 – 6:30 p.m. 5 sessions | Main Campus Instructor: Larry Wood

Pickleball II

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

XHW-006 | \$55 (includes fees: \$45)

A3 Fri | Feb. 10 – March 10 | 1:15 – 2:15 p.m. 5 sessions | Main Campus Instructor: Larry Wood

B3 Tue | March 14 – April 18 | 5:30 – 6:30 p.m. 5 sessions | Main Campus Instructor: Larry Wood

Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

XHW-020 | \$55 (includes fees: \$45)

A3 Fri | March 31 – April 28 | 1:15 – 2:15 p.m. 5 sessions | Main Campus Instructor: Larry Wood

Fundamentals of Tai Chi

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

4 sessions

XXZ-155 | \$50 (includes fees: \$40)

A3 Thu | Jan. 5 – 26 | 6:45 – 7:45 p.m. 4 sessions | Main Campus

8 sessions

XXZ-155 | \$89 (includes fees: \$79)

B3 Thu | Feb. 2 – March 30* | 7:15 – 8:15 p.m. 8 sessions | Main Campus *No class 3/23

A4 Thu | April 6 – May 25 | 7:15 – 8:15 p.m. 8 sessions | Main Campus



Tai Chi: Intermediate/Advanced

Build on the basics of Tai Chi using traditional Chinese 'forms', choreographed sequences of movements, to demonstrate Tai Chi principles, martial applications, and health benefits. Intermediate students will learn a popular Yang style form, the energizing reeling silk exercises, and be introduced to 2-person push hands and other simple 2-person exercises. Advanced students will learn a Chen style form, introduction to the sword form and will practice short 2-person acts to demonstrate martial applications and refine Tai Chi movements.

4 sessions

XXZ-156 | \$50 (includes fees: \$40)

A3P Thu | Jan. 5 – 26 | 8 – 9 p.m. 4 sessions | Main Campus Instructor: Jerry Diamond

8 sessions

XXZ-156 | \$89 (includes fees: \$79)

B3P Thu | Feb. 2 – March 30* | 7:30 – 8:30 p.m. 8 sessions | Main Campus Instructor: Jerry Diamond *No class 3/23

A4P Thu | April 6 – May 25 | 7:30 – 8:30 p.m. 8 sessions | Main Campus Instructor: Jerry Diamond

Interested in a degree?



at www.carrollcc.edu/degree

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.

Geology Hikes

The natural scenery of the Northeast and Mid-Atlantic reveals a dramatic geological history.

ADV-003 | \$39 (includes fees: \$29)

A3T Sat | Feb. 4 | 9 a.m. – 12 p.m. 1 session | Seneca Trail Instructor: Eric Dougherty

B3T Sat | March 11 | 9 a.m. – 12 p.m. 1 session | Gunpowder Falls State Park Instructor: Eric Dougherty

History Hikes

Explore the history and folklore of each trail while enjoying the beautiful scenery. Our history hikes will give you a snapshot of the history of the area you will be hiking, and you'll pick up other fun facts along the way!

ADV-006 | \$39 (includes fees: \$29)

A3T Sat | Feb. 18 | 9 a.m. – 12 p.m. 1 session | Hashawa Environmental Center Instructor: George Grace

Plant Discovery Hikes

Journey with us to learn more about the natural world and the horticulture wonders of the National Arboretum.

ADV-008 | \$39 (includes fees: \$29)

A4T Sat | April 15 | 9 a.m. – 12 p.m. 1 session | National Arboretum Instructor: Mark Dougherty

WRITING

A to Z Grantwriting 4

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

PWL-042 | \$129 (includes fees: \$105)

D2 Online Dec. 14 – Jan. 20

NEW! Character Development

Characters are the lifeblood of any story. A well-rounded cast of characters provides your readers with endless opportunities to connect and relate to their struggles, triumphs, strengths and weaknesses. In this condensed writing course, you'll learn about the character development process from beginning to finish and use the tools of the trade to create unique, vibrant, relatable characters who will be sure to steal the hearts and minds of your readers!

PWL-399 | \$49 (includes fees: \$39)

A3 Mon, Wed | Jan. 23 & 25 | 5 – 6:30 p.m. 2 sessions | Main Campus Instructor: Jennifer Garrett



NEW! Worldbuilding and Lore Crafting

At the soul of a story is the setting, or world in which the plot takes place. Building a world and developing the myths and legends that belong there are essential processes of fiction writing that are often overlooked. Learn how to source inspiration for worldbuilding and lore crafting in everyday life, including a review of popular ancient mythology, settings that have been used by commercial authors in popular contemporary fiction, and tips for giving your world its own unique set of traits so that it remains with readers long after the story is over.

PWL-401 | \$49 (includes fees: \$39)

A3 Mon, Wed | March 27 & 29 | 5 – 6:30 p.m. 2 sessions | Main Campus Instructor: Jennifer Garrett

NEW! Writing for Young Adults

The young adult genre targets 12 to 18-year-old readers and is characterized by great reads including "The Fault in Our Stars" by John Green, "The Hate You Give" by Angie Thomas, and "The Hunger Games" series by Suzanne Collins. Learn how to appeal to the young adult audience by creating enjoyable characters with relatable struggles, developing unique worlds and settings for your characters to explore, and building your world's culture from the ground up by adding lore, monsters and more.

PWL-400 | \$62 (includes fees: \$52)

A3 Mon, Wed | Feb. 27 & March 1 | 5 – 6:30 p.m. 2 sessions | Main Campus Instructor: Jennifer Garrett

THE WRITER REFINES SERIES

Register for all three in The Writer Refines Series, or take them individually.

The Writer Refines Series

Join us for three interactive workshops using group discussion and writing exercises to enhance story development. Discuss the importance of character, dialogue and world building. Register for the whole series for a lower cost or choose just the session you like best.

PWL-036 | \$90 (includes fees: \$80)

A3 Tue | Feb. 28 – March 14 | 6:30 – 8:30 p.m. 3 sessions | Main Campus Instructor: Jean Burgess

The Writer Refines Character

Discuss what makes a character interesting. Explore character background and physical description. Discover the personal and psychological background of your character. Who can you create today?

PWL-037 | \$45 (includes fees: \$35)

A3 Tue | Feb. 28 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Jean Burgess

The Writer Refines Dialogue

Discuss what makes interesting and uninteresting dialogue. Discover how to make each character sound distinct. Explore how to "show don't tell". Create suspense, even if you're not writing a suspense story or novel!

PWL-038 | \$45 (includes fees: \$35)

A3 Tue | March 7 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Jean Burgess

The Writer Builds the Story's World

It's not just for fantasy writers! World building is part of the writing process that sets up where your story takes place. Establish the history, culture and power of your world.

PWL-039 | \$45 (includes fees: \$35)

A3 Tue | March 14 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Jean Burgess

The Writer Refines: Character and Dialogue Level 2

Create characters and dialogue to take your creative writing to the next level. Learn how to develop your characters and write dialogue to bring your story to life through focused writing exercises and then apply those principles to your own writing. Learn the skills to give and receive a helpful critique and share your writing samples with the group for an in-class critique if you choose. Prerequisite: For students who have participated in the Writer Refines Series or in previous writing classes.

PWL-398 | \$60 (includes fees: \$50)

A4 Tue | April 4 & 11 | 6:30 – 8:30 p.m. 2 sessions | Main Campus Instructor: Jean Burgess

Information

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each

Information

textbook on the bookstore website (www. carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Winter Recess: Dec. 19 – Jan. 1 Martin Luther King Holiday: Jan. 14 – 16 Spring Recess: March 19 – 26

Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to www.carrollcc.edu/alerts to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail jtatela@carrollcc.edu, or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College Washington Road Campus 1601 Washington Road, Westminster

Adult Education Programs
Multi-Service Center
224 North Center Street. Westminster

Carroll County Career and Technology Center (CCCTC) 1229 Washington Road, Westminster

Carroll County Public LibraryGo 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 smokeand 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

Mary Kay Nevius-Maurer, *Chairperson* David P. O'Callaghan, *Vice Chairperson*

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Dr. James D. Ball, *President of Carroll Community College*

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



Continuing Education and Training Registration Form

1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

410-386-8100 | Fax 410-386-8111 | Room A115

Legal First Name Chosen First Home Address Email Address (requir City State Zip Home Phone Business Phone Employer Emergency Contact Name Phone U.S. citizen Male Female Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) I am a Carroll County resident (deduct \$10 per course) I am a Non-Carroll County Maryland resident (deduct \$5 per course) I am a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident, 60 years of age or older (pay fees only and a Maryland resident)	County of Residence Cell Phone 1. Are you of Hispanic 2. Race, select one or			
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